CarltonTrailCollege.
*discover your future*

# ANNUAL REPORT

# 2014-2015

# ADMINISTRATIVE OFFICE LOCATIONS

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# TABLE OF CONTENTS


Letter of Transmittal ..... 4
Vision Statement ..... 5
Mission Statement ..... 5
Mandate ..... 5
Guiding Principles ..... 5
2013-2016 Strategic Plan ..... 6
Board of Trustees Report ..... 7
  2014–2015 Members ..... 7
President's Report ..... 8
College Personnel ..... 9
Organizational Chart ..... 11
Programs and Services Summary ..... 12
  Programming Activity ..... 12
  Comprehensive Enrolment Statistics ..... 12
Performance Measures ..... 13
Equity Participation Enrolments ..... 15
Equity Participation Completers and Graduates ..... 16
Student Success ..... 17
Program Offerings by Region ..... 18
Enrolment by Program Category ..... 19
Skills Training Programs ..... 23
  Institute Credit ..... 23
  Industry Credit ..... 24
  Business, Industry & Community ..... 25
Adult Basic Education ..... 26
  ABE Credit ..... 26
  ABE Non-Credit ..... 27
Student Services ..... 28
University Programs ..... 29
Community Access Program Youth Initiative ..... 30
Definitions ..... 31
Financial Statements ..... 34
Revenue Analysis 2010-2015 ..... 35
Comparison of Expenditures 2010-2015 ..... 36
Independent Auditors' Report ..... 37
Statement of Management Responsibility ..... 38
Statement of Financial Position ..... 39
Statement of Operations ..... 40
Statement of Changes in Net Asset ..... 41
Statement of Cash Flow ..... 42
Notes to the Financial Statements ..... 43
Schedule of Operating Fund Revenues and Expenses by Function ..... 59
Schedule of Operating Fund Revenues by Function ..... 60
Schedule of Operating Fund Expenses by Function ..... 61
Schedule of Operating Fund General Expenses by Functional Area ..... 62

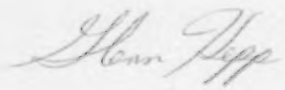
November 20, 2015

Honourable Scott Moe
Minister of Advanced Education
Room 307 Legislative Drive
Legislative Building
Regina, SK S4S 0B3

Dear Minister Moe:

It is my pleasure to submit, herewith, the Annual Report of Carlton Trail College for the fiscal year ended June 30, 2015, including duly certified financial statements of College operations, all in accordance with Section 16 of the Regional Colleges Act and Section 14 of the Regional College Regulations.

Respectfully submitted,



Glenn Hepp, Chairperson
Board of Directors
Carlton Trail College

# VISION STATEMENT

The Educational Leader in Lifelong Learning.

# MISSION STATEMENT

To serve students, business, industry and communities by creating successful lifelong learning opportunities.

# MANDATE

Carlton Trail College is a provincial institution established under Saskatchewan's *Regional Colleges Act*, which was proclaimed on January 1, 1988. The College succeeded Carlton Trail Community College, which was previously established under Saskatchewan's *Community Colleges Act* of 1973.

Section 5 of the *Regional Colleges Act* delineates that programming which a Regional College may offer:

1. university and technical institute courses provided by way of a contract between the college and a university or technical institute;
2. training programs that prepare individuals for a career or provide education with respect to health or social issues;
3. training programs paid wholly or partly by private business, non-profit groups or government agencies;
4. career services;
5. adult basic education, literacy and upgrading programs;
6. any other educational activities that the Lieutenant Governor in Council may prescribe in the regulations.

A new Regulation enacted on July 3, 1997, enabled regional colleges:

1. to provide employment services, programs and activities associated with career, educational and training services, programs and activities pursuant to agreements with the Minister of Post-Secondary Education and Skills training or the New Careers Corporation; and
2. to determine student eligibility for, and to administer the Provincial Training Allowance.

# GUIDING PRINCIPLES

The Board has adopted the following guiding principles:

- Respect
- Accountability
- Commitment
- Innovation

# 2013-2016 STRATEGIC PLAN

*Discover your future!*

CarltonTrailCollege. *discover your future*

**Vision:** The *Educational Leader in Lifelong Learning*

***Mission:*** *To serve students, business, industry and communities by creating successful lifelong learning opportunities*

**Guiding Principles:** *Respect, Accountability, Commitment, Innovation*

**Strategic Destination:** *By June of 2016, CTRC will have positioned itself as the Educational Leader in lifelong learning in our region as measured by a 10% increase in student enrolments, a 10 % increase in formal partnerships and a 10 % increase in revenue generated through business, industry and third party contracts.*

***Strategic Goals:***

***1. Achieve Student Success***

***2. Serve Business, Industry and Communities***

***Client Outcomes***

*To achieve educational leadership in life-long learning*

- C1 Increase career and employment readiness
- C2 Enhance the student experience
- C3 Strengthen First Nation student participation and Band engagement
- C4 Increase skills of the labour market
- C5 Increase personal growth

***Internal Processes***

*by delivering excellent programs and services...*

- I1 Evolve the strategic enrolment plan
- I2 Enhance branding and public relations
- I3 Optimize targeted marketing
- I4 Maximize effective partnering
- I5 Strengthen policies and procedures

**People, Learning and Leadership**

*through inspired and committed people...*

***3. Attain Organizational Sustainability***

- P1 Grow employee engagement and commitment
- P2 Enhance Leadership capacity
- P3 Strengthen staff alignment with strategic priorities
- P4 Enhance employee growth and development
- P5 Ensure and attract a qualified and skilled future workforce

**Stewardship**

*effectively and efficiently leveraging our resources.*

- S1 Optimize efficient use of resources
- S2 Grow non-traditional funding sources
- S3 Strengthen accountable decision-making based on qualitative and quantitative data
- S4 Minimize organizational risk

*July 1, 2013*

# BOARD OF TRUSTEES REPORT

As Chair of the Board of Trustees for Carlton Trail College, it is my pleasure to present this report for the 2014-2015 fiscal year on behalf of my colleagues.

The five-member Board appointed in the fall of 2011, had its Chair and Vice Chair reappointed, and two new Board members added in the spring of 2014, bringing the Board total up to the seven as provided for in legislation. The resignation of trustee Martin Chicilo in September of 2014 has meant that the Board effectively operated with six trustees for the 2014-2015 year. A request for an additional trustee has been forwarded to the Minister of Advanced Education for his consideration.

The Board, as part of its mandate from the Government of Saskatchewan, provides strategic leadership, sanctions the general operation of the College, and approves financial, administrative and human resource policies. The Board also approves an annual budget and a set of programs and services. To fulfill this responsibility, the Board receives regular reports from Carlton Trail College staff and management; these reports help ensure that Board objectives are being met and that resources and assets are protected and well-managed.

During the 2014-2015 year, our new Board members were able to take advantage of Board Governance training sessions sponsored by the Ministry of Advanced Education which has placed us in the enviable position of having all current Board members formally trained as governors for our College.

Our Board is entering the final year of its three-year strategic plan complete with "balanced scorecard" and a comprehensive list of specific initiatives designed to fulfill the overall strategic objectives identified by the Board.

The Board has continued its tradition of being actively involved in the communities served by Carlton Trail College. It has used available opportunities to increase the visibility of the College and to willingly participate in regional, provincial and national activities designed to enhance and promote the work of regional colleges.

## 2014–2015 MEMBERS

| | |
|---|---|
| Glenn Hepp, Chair | Humboldt (September 2011; reappointed April 2014) |
| Luz Marina Dominguez, Vice-Chair | Wynyard (September 2011; reappointed April 2014) |
| Denis Bergerman | Humboldt (September 2011) |
| Leon Winkel | Humboldt (September 2011) |
| Sommer MacLeod | Wadena (April 2014) |
| Roland Hamlin | Manitou Beach (April 2014) |

| | |
|---|---|
| Regular Board Meetings: | **9** |
| Conference call: | **0** |
| Annual Meeting: | **1** |

*Board Chair, Glenn Hepp*

# PRESIDENT'S REPORT

It is my pleasure to provide this report on the 2014-2015 College year, the third in my tenure as President and CEO of Carlton Trail College.

In keeping with our strategic goals of supporting people, learning and leadership we began our fall session with a two-day intensive Pacific Institute workshop for all College instructors. Our start-up day for all staff was held on September 2nd and featured keynote presenter Dr. Larry Ohlhauser, M.D. author of The Healthy CEO. Our commitment to continue to enhance the student experience was supported by a two day, comprehensive Pacific Institute workshop focused on "Thought Patterns for High Performance".

Throughout the year we continued a practice of meeting with all Humboldt staff each Monday morning for a staff-led presentation based on our Pacific Institute training. Our senior leadership team also connected once a month by telephone with all regional office staff in an attempt to enhance communication and further build relationships with those staff who work outside of the Humboldt campus.

The work of staff is supported by a comprehensive performance management system that ensures that every employee receives a comprehensive annual evaluation through an ongoing developmental process that guarantees every employee a minimum of three formal coaching sessions with his or her supervisor throughout the year.

The board held off-site meetings at the Prairie Agriculture Machinery Institute in Humboldt and at Bourgault Industries in St. Brieux. Plans to meet at Schulte Industries in Englefeld had to be postponed due to an on-site renovation project.

A portion of each Board Meeting was dedicated to presentations and interaction among Board members and front line staff, in addition to the members of the senior leadership team. This experience has proven very beneficial for staff and Board members alike as it provides a very direct window into the working of the Board and of various departments within our College. June's meeting focused on a formal evaluation of the President and the Board itself. The Annual meeting was held in conjunction with the June meeting and in accordance with the provisions of the legislation.

Finally, and most importantly, I wish to acknowledge the work of the Ministers of Advanced Education who served during the 2014-2015 year: the Honourable Kevin Doherty and the Honourable Scott Moe. These Ministers and their staffs, as well as the Ministry of the Economy, provided ongoing leadership and support to the efforts of the women and men of our College who continue to demonstrate a passion for learning and an unwavering commitment to meeting the needs of the students we have the privilege of serving.

Dr. Ivan Yackel
President and Chief Executive Officer

# COLLEGE PERSONNEL

## 2014-2015 STAFF PLAN FULL-TIME EQUIVALENTS

| | | Budget 14-15 | Actual 14-15 | |
|---|---|---|---|---|
| **Administration** | | | | |
| | CEO | 1.00 | 1.00 | Ivan Yackel |
| | Director of Finance | 1.00 | 1.00 | Andy Burgess |
| | Director of Administration | 1.00 | 1.00 | Amy Yeager |
| | Director of Programs | 1.00 | 1.00 | Shelley Romanyszyn-Cross |
| | Administrative Assistant | 0.60 | 0.60 | Sheri Ulrich |
| | Executive Secretary | 0.80 | 0.80 | Leanne Sylvestre |
| | Executive Secretary | 0.60 | 0.60 | Amanda Kosokowsky |
| | | **6.00** | **6.00** | |
| | Receptionist | 1.00 | 1.00 | Raelene Yeager |
| | Registration Clerk | 0.90 | 0.90 | Marina Haugerud |
| | Sr. Accounting Technician | 1.00 | 1.00 | Doreen Stevens |
| | Accounting Clerk | 0.50 | 0.50 | Susanne Hoffmann |
| | Payroll Clerk | 0.60 | 0.60 | Vanessa Dauk |
| | Accounts Payable Clerk | 0.60 | 0.60 | Donna Krause |
| | Computer Technician | 1.00 | 1.00 | Gord Dell |
| | IT Support Technician | 1.00 | 1.00 | Jami Silzer |
| | Facilities Technician | 0.90 | 0.90 | Richard Renneberg |
| | Graphic Design & Marketing Associate | 0.40 | 0.40 | Candice Bauer |
| | Educational Technologist | 1.00 | 1.00 | Orfi Yturralde |
| | | **8.90** | **8.90** | |
| **Portfolio Coordinators** | | | | |
| | Skills Training Manager | 1.00 | 1.00 | Rosalie Ronellenfitsch |
| | Literacy Facilitator | 1.00 | 1.00 | Jenica Moen |
| | Marketing Facilitator | 0.90 | 0.90 | Val Koroluk |
| | Enterprise Division Manager | 1.00 | 1.00 | Deanna Gaetz |
| | Adult Basic Education Manager | 1.00 | 0.75 | Lisa Irlbeck |
| | Student Services Manager | 1.00 | 1.00 | Jill Lees |
| | | **5.90** | **5.65** | |
| **Student Services** | Humboldt-Advisor/Learning Specialist | 1.00 | 1.00 | Damon Steadman |
| | Wynyard-Advisor | 1.00 | 1.00 | Clint Christianson |
| | Wynyard-Advisor | 1.00 | 0.81 | Nicola Finnson |
| | Wakaw/One Arrow-Advisor | 0.80 | 0.66 | Chantal Tait |
| | | **3.80** | **3.47** | |
| **Training Consultant/Program Facilitators** | | | | |
| | Humboldt | 0.80 | 0.80 | Fred Novecosky |
| | Watrous | 0.60 | 0.60 | Shannon Fraser-Hansen |
| | Southey /Wynyard | 0.80 | 0.80 | Leslie Mann |
| | | **2.20** | **2.20** | |
| **Program Delivery Associates** | | | | |
| | Humboldt | 2.00 | 2.00 | Carol Jackson/Denise Germain |
| | Watrous | 0.80 | 0.78 | Darlene Purshega |
| | Wynyard | 0.80 | 0.78 | Lucy Hoseassen |
| | Southey | 0.80 | 0.78 | Annette Konescni |
| | | **4.40** | **4.34** | |
| **Program Clerical** | | | | |
| | LPN Clerical Support (Watrous) | 0.16 | 0.19 | Ruth Thiessen |
| | Casual Clerical (all locations) | 0.24 | 0.16 | TBD |
| | | **0.40** | **0.35** | |
| **TEL Attendants** | Humboldt | 0.15 | 0.01 | In-scope clerical staff |
| | Watrous | 0.15 | 0.01 | Darlene Purshega |
| | Wynyard | 0.15 | 0.01 | Jean Leader |
| | | **0.45** | **0.03** | |
| | **Total** | **32.05** | **30.94** | |

| Instructors | | |
|---|---|---|
| Basic Education, Humboldt | 0.91 | Ed Yee |
| Basic Education, Punnichy | 1.61 | Duane Keleman/Shirley Kallichuk |
| Basic Education, Wakaw | 1.62 | Lynn Eaton/Larry Hrycan |
| Basic Education, One Arrow | 0.61 | Joann Gaudry |
| Basic Education, Wynyard | 0.91 | Brian Vass |
| Basic Education, Yellow Quill | 0.63 | James Conner |
| Basic Education, George Gordon | 0.41 | Therese Durston |
| Practical Nursing, Watrous (Semester 4 ONLY) | 3.16 | Cathy McMann/Sherrie Graham-Busse<br>Lacey Meddins/Nicole Cey/Raeleen Hulan/Jadah Mensch/Tim Yee |
| Continuing Care Assistant, Humboldt | 0.56 | Maria Leonard/Brenda Reiferscheid/Corrine Slobodian |
| Continuing Care Assistant, Wynyard | 0.52 | Shannon Linnen |
| Continuing Care Assistant, Watrous (PT) | 0.06 | Karen Abrey |
| Office Education, Humboldt | 0.94 | Kim Hartl/Annette Magus/Julie Hofmann |
| Business Certificate, Southey (PT) | 0.14 | Janet Farrell/Jo Ann Scott-Hodgins |
| Business Certificate, Humboldt | 0.77 | Beth Guillou/Annette Magus/Kim Hartl/Ed DeGooijer |
| Early Childhood Education, Humboldt (PT) | 0.22 | Tina Parish |
| Early Childhood Education, Raymore (PT) | 0.27 | Jackie Galenzoski/Inge Schmidt |
| Educational Assistant, Watrous (PT) | 0.15 | Therese Durston |
| Educational Assistant, Punnichy (PT) | 0.26 | Jackie Galenzoski/Inge Schmidt |
| Power Engineering, Humboldt | 0.85 | Kevin Ackerman/Bill Dovell/Julie Hofmann/Jan Sylvestre/Ed DeGooijer/Les Meister |
| Industrial Mechanics, Humboldt | 0.52 | Gerald Neudorf/Bill Dovell |
| Welding Applied Certificate, Journeyperson Welding, Humboldt (Nov.start) | 0.89 | Murray Cook/Bill Dovell |
| Construction Worker Prep, Framing Punnichy | 0.62 | Randy Jordan |
| Plumbing & Pipefitting-Humboldt (January start) | 0.55 | Paul Perrault/Bill Dovell/Ed DeGooijer |
| ESL-Humboldt/Englefeld/St. Brieux/Spalding/Drake/Imperial/Leroy/Watrous/Annaheim | 1.99 | Brenda Bowman/Debbie Saraurer/Craid Bott/Danielle Tolin/Shasta Tweed/Marie Powell |
| **Total** | **19.13** | |

| | |
|---|---|
| **Total FTE-Non-Instructional (Current)** | **30.94** |
| **Total FTE-Instructional (Current)** | **19.13** |
| **Total FTE** | **50.07** |

| | |
|---|---|
| **Total FTE Actual June 2013** | **48.45** |

| Full-Time Equivalents | 11 / 12 | 12/13 | 13/14 | 14/15 |
|---|---|---|---|---|
| | 28.51 | 27.36 | 28.92 | 30.94 |

Note: FTE does not include instructional staff.

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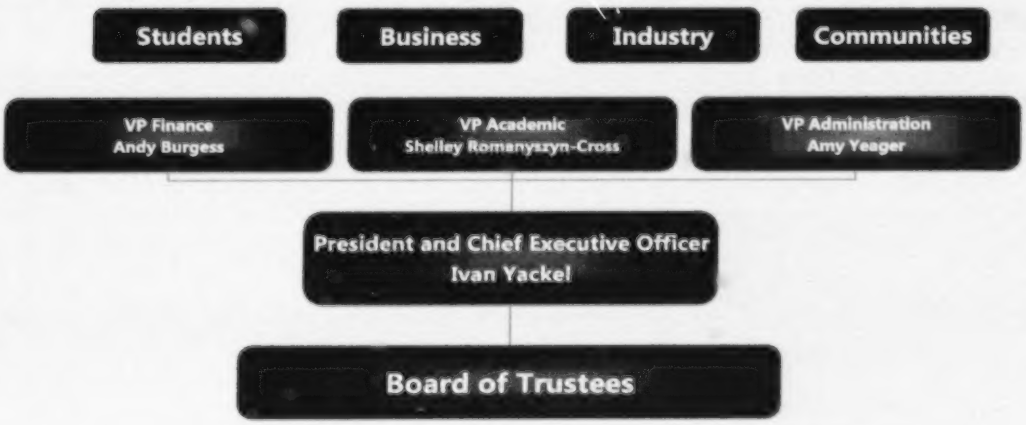


# PROGRAMS AND SERVICES SUMMARY

With 2375 students participating in some form of programming in 2014/15, the College saw a fruitful year. Overall, there was a 22% increase in enrolments and a 7.8% increase in full-load equivalencies (FLEs) over the previous year. In addition, the College saw an overall success rate (the number of graduates and completers) of 88%, and a 27.7% increase in Aboriginal enrolments.

***PROGRAMMING ACTIVITY***

| | Classes | Students | Participant Hours |
|---|---|---|---|
| 2011 / 12 | 328 | 1974 | 275,456 |
| 2012 / 13 | 328 | 2205 | 256,119 |
| 2013 / 14 | 283 | 1943 | 287,437 |
| **2014 / 15** | **315** | **2375** | **309,203** |

***COMPREHENSIVE ENROLMENT STATISTICS***

| | Program Groups | Actuals 2013/2014 Student Enrol FT | Student Enrol PT | Student Enrol Casual | FLEs | 2014/2015 Student Enrol FT | Student Enrol PT | Student Enrol Casual | FLEs |
|---|---|---|---|---|---|---|---|---|---|
| BASIC EDUCATION | **BE Credit:** | | | | | | | | |
| | Academic GED | 0 | 17 | 0 | 2.14 | 1 | 17 | 0 | 5.79 |
| | Adult 12 | 56 | 18 | 0 | 72.49 | 59 | 17 | 0 | 73.44 |
| | Adult 10 | 42 | 14 | 0 | 44.99 | 27 | 2 | 0 | 28.21 |
| | **Total BE Credit** | **98** | **49** | **0** | **119.62** | **87** | **36** | **0** | **107.44** |
| | **BE Non-Credit:** | | | | | | | | |
| | Employability/Life Skills | 0 | 0 | 0 | 0.00 | 0 | 18 | 0 | 15.06 |
| | English Language Training | 0 | 84 | 0 | 17.30 | 0 | 192 | 0 | 19.65 |
| | General Academic Studies | 70 | 3 | 0 | 73.86 | 67 | 31 | 0 | 50.29 |
| | Literacy | 0 | 0 | 0 | 0.00 | 0 | 12 | 0 | 0.60 |
| | **Total BE Non-Credit** | **70** | **187** | **0** | **91.16** | **67** | **253** | **0** | **85.60** |
| **TOTAL BASIC EDUCATION** | | **168** | **236** | **0** | **210.78** | **154** | **289** | **0** | **193.03** |
| SKILLS TRAINING | **Institute Credit:** | | | | | | | | |
| | **Apprenticeship & Trade** | 0 | 5 | 0 | 0.63 | 0 | 0 | 0 | 0.00 |
| | SIAST | 104 | 98 | 1 | 147.97 | 129 | 164 | 0 | 191.43 |
| | Other | 18 | 15 | 0 | 11.94 | 23 | 0 | 0 | 8.92 |
| | **Total Institute Credit** | **122** | **118** | **1** | **160.54** | **152** | **164** | **0** | **200.35** |
| | **Industry Credit:** | | | | | | | | |
| | **Total Industry Credit** | **0** | **150** | **590** | **31.82** | **0** | **204** | **675** | **39.09** |
| | **Non-Credit:** Industry, Community/Individual, Personal Interest | | | | | | | | |
| | **Total Non-Credit** | **12** | **21** | **521** | **14.61** | **11** | **35** | **689** | **18.35** |
| **TOTAL SKILLS TRAINING** | | **134** | **289** | **1112** | **206.97** | **163** | **403** | **1364** | **257.79** |
| UNIVERSITY | **University Credit:** | | | | | | | | |
| | **Total University Credit** | **0** | **4** | **0** | **0.50** | 0 | 2 | 0 | 0.20 |
| **TOTAL UNIVERSITY** | | **0** | **4** | **0** | **0.50** | **0** | **2** | **0** | **0.20** |
| **TOTAL ENROLMENT** | | **302** | **529** | **1112** | **418.25** | **317** | **694** | **1364** | **451.01** |

# PERFORMANCE MEASURES

The performance measures deemed to be common among the Regional Colleges, as applicable to Carlton Trail College, are listed below. The performance measures use average results from 2011/2014 as a base-line and targeted and actual results for 2014/15.

| Program | Performance Measure | Average 2011-2014 | Targeted 14/15 | Actual 14/15 |
|---|---|---|---|---|
| **Skills Training** | | | | |
| Institute Credit | Number of student enrolments – FLEs | 161 | 170 | **200** |
| | Number of student enrolments – distinct enrolment | 263 | 284 | **316** |
| | Participation rate[1] of students | 46% | 47% | **49%** |
| | Number of graduates | 135 | 130 | **133** |
| | Number of completers | 72 | 65 | **124** |
| | Graduation rate[2] of students | 49 | 46% | **42** |
| | Employment rate[3] of graduates | 91% | 90% | **79%** |
| | Furthering training rate[4] of graduates | 48% | 10% | **10%** |
| | Participation rate[5] of Aboriginal people | 31% | 33% | **31%** |
| | Graduation rate[6] of Aboriginal people | 29% | 30% | **25%** |
| | Graduation rate[7] of Aboriginal people | 45% | 46% | **34%** |
| | Employment rate[8] of Aboriginal graduates | 82% | 70% | **80%** |
| | Furthering training rate[9] of Aboriginal people | 58% | 30% | **33%** |
| Industry Credit | Number of student enrolments – FLEs | 30 | 31% | **39** |
| | Number of student enrolments – distinct enrolment | 814 | 840 | **879** |
| | Participation rate of students | 25% | 33% | **32%** |
| | Number of graduates | 626 | 646 | **694** |
| | Number of completers | 194 | 200 | **101** |
| | Graduation rate[2] of students | 33% | 34% | **22%** |
| | Participation rate of Aboriginal people | 17% | 18% | **12%** |
| | Graduation rate[6] of Aboriginal people | 6% | 6.2% | **22%** |
| | Graduation rate[7] of Aboriginal people | 21% | 22% | **40%** |
| Non-Credit | Number of student enrolments – FLEs | 18 | 20 | **18** |
| **Adult Basic Education** | | | | |
| Credit | Number of student enrolments – FLEs | 119 | 110% | **107** |
| | Number of student enrolments – distinct enrolment | 159 | 105 | **123** |
| | Participation rate of students | 28% | 20% | **19%** |
| | Number of graduates | 58 | 60 | **73** |
| | Number of completers | 26 | 20 | **20** |
| | Graduation rate of students | 44% | 50% | **59%** |
| | Employment rate of graduates | 54% | 60% | **39%** |
| | Furthering training rate of graduates | 69% | 40% | **71%** |
| | Participation rate of Aboriginal people | 82% | 84% | **83%** |
| | Graduation rate[7] of Aboriginal people | 66% | 75% | **75%** |
| | Graduation rate[6] of Aboriginal people | 55% | 57% | **54%** |
| | Employment rate of Aboriginal graduates | 55% | 60% | **18%** |
| | Furthering training rate of Aboriginal people | 69% | 60% | **68%** |
| Non-credit | Number of student enrolments – FLEs | 59 | 61 | **86** |
| **University** | | | | |
| | Number of student enrolments – FLEs | 0 | .2 | **.2** |
| | Number of student enrolments – distinct enrolment | 2 | 2 | **2** |
| | Participation rate of students | 25.33% | .2 | **.31%** |
| | Participation rate of Aboriginal people | 16.67% | 20% | **0%** |
| **Contractual Revenue** | Contractual revenue[10] from annual financial statements | $558,625 | $577,059 | **$614,408** |

**Notes:** n/a: not available or not collected
i/d: insufficient data

1. Participation rate: # of enrolments / total # of Credit programs enrolments
2. Graduation rate: # of graduates / # of enrolments (Does not include casual students)
3. Employment rate: # of graduates employed / # of completers and graduates - # of graduates continuing to further training (# of graduates contacted may be fewer than # of graduates)
4. Furthering training rate: # of graduates continuing to further training / # of completers and graduates - # of graduates employed (# of graduates contacted may be fewer than # of graduates)
5. Participation rate: # of Aboriginal enrolments / total # of enrolments
6. Graduation rate: # of Aboriginal graduates / total # of graduates (Does not include casual students)
7. Graduation rate: # of Aboriginal graduates / total # of Aboriginal enrolments (Does not include casual students)
8. Employment rate: # of Aboriginal graduates employed / # of Aboriginal graduates contacted - # of Aboriginal graduates continuing to further training
9. Furthering training rate: # of Aboriginal graduates continuing to further training / # of Aboriginal completers and graduates - # of Aboriginal graduates employed (# of graduates contacted may be fewer than # of graduates)
10. Excludes project revenue from Federal Government and includes revenue from Labour Market Services.

# EQUITY PARTICIPATION ENROLMENTS

| Program Groups | | Actuals | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 2013-2014 | | | | | | | | | | | | 2014-2015 | | | | | | | | | | | |
| | | Aboriginal | | | Visible Minority | | | Disability | | | Total Enrolment | | | Aboriginal | | | Visible Minority | | | Disability | | | Total Enrolment | | |
| | | FT | PT | Cas | FT | PT | Cas | FT | PT | Cas | FT | PT | Cas | FT | PT | Cas | FT | PT | Cas | FT | PT | Cas | FT | PT | Cas |
| **BASIC EDUCATION** | **BE Credit:** | | | | | | | | | | | | | | | | | | | | | | | | |
| | Academic GED | 0 | 12 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 17 | 0 | 1 | 16 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 17 | 0 |
| | Adult 12 | 44 | 14 | 0 | 2 | 0 | 0 | 4 | 1 | 0 | 56 | 18 | 0 | 45 | 11 | 0 | 0 | 0 | 0 | 10 | 2 | 0 | 59 | 17 | 0 |
| | Adult 10 | 42 | 14 | 0 | 0 | 1 | 0 | 3 | 1 | 0 | 42 | 14 | 0 | 27 | 2 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 27 | 2 | 0 |
| | **Total BE Credit** | **86** | **40** | **0** | **2** | **1** | **0** | **7** | **4** | **0** | **98** | **49** | **0** | **73** | **29** | **0** | **0** | **0** | **0** | **12** | **2** | **0** | **87** | **36** | **0** |
| | **BE Non-Credit:** | | | | | | | | | | | | | | | | | | | | | | | | |
| | Employability/Life Skills | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 14 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 18 | 0 |
| | English Language Training | 0 | 0 | 0 | 0 | 14 | 0 | 0 | 1 | 0 | 0 | 184 | 0 | 0 | 0 | 0 | 0 | 10 | 0 | 0 | 1 | 0 | 0 | 192 | 0 |
| | General Academic Studies | 69 | 3 | 0 | 5 | 0 | 0 | 8 | 0 | 0 | 70 | 3 | 0 | 63 | 30 | 0 | 1 | 1 | 0 | 3 | 3 | 0 | 67 | 31 | 0 |
| | Literacy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 12 | 0 |
| | **Total BE Non-Credit** | **69** | **3** | **0** | **5** | **14** | **0** | **8** | **1** | **0** | **70** | **187** | **0** | **63** | **51** | **0** | **1** | **11** | **0** | **3** | **5** | **0** | **67** | **253** | **0** |
| **TOTAL BASIC EDUCATION** | | **155** | **43** | **0** | **7** | **15** | **0** | **15** | **5** | **0** | **168** | **236** | **0** | **136** | **80** | **0** | **1** | **11** | **0** | **15** | **7** | **0** | **154** | **289** | **0** |
| **SKILLS TRAINING** | **Institute Credit:** | | | | | | | | | | | | | | | | | | | | | | | | |
| | Apprenticeship & Trade | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | SIAST | 22 | 18 | 0 | 6 | 2 | 0 | 8 | 4 | 0 | 108 | 98 | 1 | 34 | 44 | 0 | 6 | 2 | 0 | 12 | 6 | 0 | 129 | 164 | 0 |
| | Other | 13 | 12 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 18 | 15 | 0 | 20 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 23 | 0 | 0 |
| | **Total Institute Credit** | **35** | **30** | **0** | **6** | **3** | **0** | **8** | **4** | **0** | **126** | **118** | **1** | **54** | **44** | **0** | **6** | **2** | **0** | **12** | **6** | **0** | **152** | **164** | **0** |
| | **Industry Credit:** | | | | | | | | | | | | | | | | | | | | | | | | |
| | **Total Industry Credit** | **0** | **26** | **23** | **0** | **1** | **3** | **0** | **3** | **5** | **0** | **150** | **590** | **0** | **25** | **31** | **0** | **3** | **11** | **0** | **3** | **11** | **0** | **204** | **676** |
| | **Non-Credit:** Industry, community/Individual, Personal Interest | | | | | | | | | | | | | | | | | | | | | | | | |
| | **Total Non-Credit** | **9** | **0** | **25** | **0** | **0** | **4** | **0** | **0** | **9** | **12** | **21** | **521** | **11** | **20** | **45** | **0** | **0** | **12** | **0** | **0** | **7** | **11** | **35** | **689** |
| **TOTAL SKILLS TRAINING** | | **44** | **56** | **48** | **6** | **4** | **7** | **8** | **7** | **14** | **138** | **289** | **1112** | **65** | **89** | **76** | **6** | **5** | **23** | **12** | **9** | **18** | **163** | **403** | **1365** |
| **UNIVERSITY** | **University Credit:** | | | | | | | | | | | | | | | | | | | | | | | | |
| | **Total University Credit** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 |
| **TOTAL UNIVERSITY** | | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **4** | **0** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 |
| **TOTAL ENROLMENT** | | **199** | **99** | **48** | **13** | **19** | **7** | **23** | **12** | **14** | **306** | **529** | **1112** | **201** | **169** | **76** | **7** | **16** | **23** | **27** | **16** | **18** | **317** | **694** | **1365** |

# EQUITY PARTICIPATION COMPLETERS AND GRADUATES

| Program Groups | | Actuals | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 2013-2014 | | | | | | | | | 2014-2015 | | | | | | | | |
| | | Aboriginal | | | Visible Minority | | | Disability | | | Aboriginal | | | Visible Minority | | | Disability | | |
| | | E | C | G | E | C | G | E | C | G | E | C | G | E | C | G | E | C | G |
| BASIC EDUCATION | **BE Credit:** | | | | | | | | | | | | | | | | | | |
| | Academic GED | 12 | 6 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 17 | 13 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Adult 12 | 58 | 5 | 26 | 2 | 1 | 1 | 5 | 1 | 3 | 56 | 4 | 32 | 0 | 0 | 0 | 12 | 1 | 8 |
| | Adult 10 | 56 | 4 | 34 | 1 | 0 | 0 | 4 | 0 | 3 | 29 | 3 | 23 | 0 | 0 | 0 | 2 | 0 | 2 |
| | **Total BE Credit** | **126** | **15** | **60** | **3** | **1** | **1** | **11** | **1** | **6** | **102** | **20** | **55** | **0** | **0** | **0** | **14** | **1** | **10** |
| | **BE Non-Credit:** | | | | | | | | | | | | | | | | | | |
| | Employability/Life Skills | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 14 | 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | English Language Training | 0 | 0 | 0 | 14 | 9 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 10 | 7 | 0 | 1 | 0 | 0 |
| | General Academic Studies | 72 | 68 | 0 | 5 | 5 | 0 | 8 | 8 | 0 | 93 | 56 | 0 | 2 | 1 | 0 | 6 | 2 | 0 |
| | Literacy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 5 | 0 | 0 | 0 | 0 | 1 | 1 | 0 |
| | **Total BE Non-Credit** | **72** | **68** | **0** | **19** | **14** | **0** | **9** | **9** | **0** | **114** | **73** | **0** | **12** | **8** | **0** | **8** | **3** | **0** |
| **TOTAL BASIC EDUCATION** | | **198** | **83** | **60** | **22** | **15** | **1** | **20** | **10** | **6** | **216** | **93** | **55** | **12** | **8** | **0** | **22** | **4** | **10** |
| SKILLS TRAINING | **Institute Credit:** | | | | | | | | | | | | | | | | | | |
| | **Apprenticeship & Trade** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | SIAST | 40 | 5 | 22 | 8 | 1 | 4 | 12 | 2 | 5 | 78 | 34 | 33 | 8 | 1 | 5 | 18 | 6 | 5 |
| | Other | 25 | 20 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 20 | 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | **Total Institute Credit** | **65** | **25** | **22** | **9** | **2** | **4** | **12** | **2** | **5** | **98** | **49** | **33** | **8** | **1** | **5** | **18** | **6** | **5** |
| | **Industry Credit:** | | | | | | | | | | | | | | | | | | |
| | **Total Industry Credit** | **49** | **21** | **23** | **4** | **1** | **3** | **8** | **3** | **4** | **56** | **13** | **37** | **14** | **2** | **11** | **14** | **1** | **13** |
| | **Non-Credit**: Industry, community/Individual, Personal Interest | | | | | | | | | | | | | | | | | | |
| | **Total Non-Credit** | **34** | **33** | **0** | **4** | **4** | **0** | **9** | **8** | **0** | **76** | **70** | **0** | **12** | **12** | **0** | **7** | **7** | **0** |
| **TOTAL SKILLS TRAINING CREDIT** | | **148** | **79** | **45** | **17** | **7** | **7** | **29** | **13** | **9** | **230** | **132** | **70** | **34** | **15** | **16** | **39** | **14** | **18** |
| UNIVERSITY | **University Credit:** | | | | | | | | | | | | | | | | | | |
| | **Total University Credit** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL UNIVERSITY** | | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | 0 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL ENROLMENT** | | **346** | **162** | **105** | **39** | **22** | **8** | **49** | **23** | **15** | **446** | **225** | **125** | **46** | **23** | **16** | **61** | **18** | **28** |

E = total enrolment

C = completers (the total number of students who completed course requirements or remained to the end of the program).

G = graduates (the total number of students who successfully completed all course requirements resulting in achievement of certification by a recognized credit granting institution or recognized by industry).

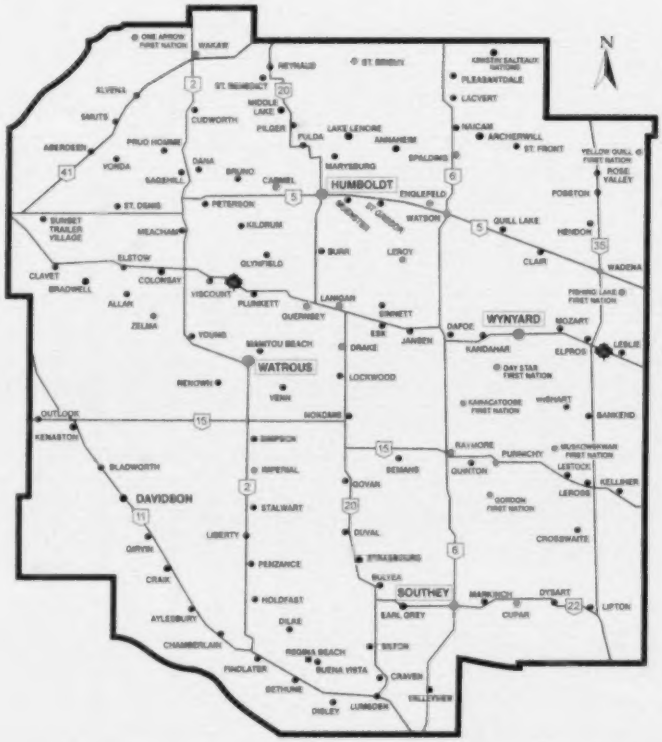
# STUDENT SUCCESS

| Program Groups | | Actuals | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 2013-2014 | | | | | | | | | | | | 2014-2015 | | | | | | | | | | | |
| | | Total Students Completed | | | Total Students Graduated | | | Total Students Employed | | | Total Going to Further Training | | | Total Students Completed | | | Total Students Graduated | | | Total Students Employed | | | Total Going to Further Training | | |
| | | FT | PT | Cas | FT | PT | Cas | FT | PT | Cas | FT | PT | Cas | FT | PT | Cas | FT | PT | Cas | FT | PT | Cas | FT | PT | Cas |
| BASIC EDUCATION | **BE Credit:** | | | | | | | | | | | | | | | | | | | | | | | | |
| | Academic GED | 0 | 8 | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 0 | 1 | 0 | 1 | 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Adult 12 | 7 | 2 | 0 | 36 | 1 | 0 | 10 | 2 | 0 | 28 | 1 | 0 | 4 | 0 | 0 | 45 | 5 | 0 | 9 | 0 | 0 | 18 | 3 | 0 |
| | Adult 10 | 4 | 0 | 0 | 34 | 0 | 0 | 7 | 0 | 0 | 23 | 0 | 0 | 3 | 0 | 0 | 23 | 0 | 0 | 0 | 0 | 0 | 19 | 0 | 0 |
| | **Total BE Credit** | **11** | **10** | **0** | **70** | **1** | **0** | **17** | **6** | **0** | **51** | **2** | **0** | **8** | **12** | **0** | **68** | **5** | **0** | **9** | **0** | **0** | **37** | **3** | **0** |
| | **BE Non-Credit:** | | | | | | | | | | | | | | | | | | | | | | | | |
| | Employability/Life Skills | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 16 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | English Language Training | 0 | 138 | 0 | 0 | 0 | 0 | 0 | 110 | 0 | 0 | 0 | 0 | 0 | 122 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | General Academic Studies | 69 | 0 | 0 | 0 | 0 | 0 | 19 | 0 | 0 | 27 | 0 | 0 | 51 | 9 | 0 | 0 | 0 | 0 | 4 | 0 | 0 | 15 | 0 | 0 |
| | Literacy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | **Total BE Non-Credit** | **69** | **138** | **0** | **0** | **0** | **0** | **19** | **110** | **0** | **27** | **0** | **0** | **51** | **156** | **0** | **0** | **0** | **0** | **4** | **0** | **0** | **15** | **0** | **0** |
| **BASIC TOTAL EDUCATION** | | **80** | **148** | **0** | **70** | **1** | **0** | **36** | **116** | **0** | **78** | **2** | **0** | **59** | **168** | **0** | **68** | **5** | **0** | **13** | **0** | **0** | **52** | **3** | **0** |
| SKILLS TRAINING | **Institute Credit:** | | | | | | | | | | | | | | | | | | | | | | | | |
| | Apprenticeship & Trade | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | SIAST | 18 | 46 | 1 | 64 | 33 | 0 | 60 | 42 | 0 | 0 | 17 | 0 | 27 | 80 | 0 | 91 | 42 | 0 | 40 | 16 | 0 | 12 | 0 | 0 |
| | Other | 13 | 15 | 0 | 0 | 0 | 0 | 2 | 9 | 0 | 7 | 2 | 0 | 17 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | **Total Institute Credit** | **31** | **66** | **1** | **64** | **33** | **0** | **62** | **56** | **0** | **7** | **19** | **0** | **44** | **80** | **0** | **91** | **42** | **0** | **40** | **16** | **0** | **12** | **0** | **0** |
| | **Industry Credit:** | | | | | | | | | | | | | | | | | | | | | | | | |
| | **Total Industry Credit** | **0** | **119** | **111** | **0** | **26** | **479** | **0** | **31** | **0** | **0** | **0** | **0** | **0** | **84** | **17** | **0** | **45** | **649** | **0** | **0** | **0** | **0** | **0** | **0** |
| | **Non-Credit:** Industry, Community/Individual, Personal Interest | | | | | | | | | | | | | | | | | | | | | | | | |
| | **Total Non-Credit** | **11** | **21** | **515** | **0** | **0** | **0** | **2** | **0** | **0** | **5** | **0** | **0** | **9** | **31** | **684** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **TOTAL SKILLS TRAINING** | | **42** | **206** | **627** | **64** | **59** | **479** | **64** | **87** | **0** | **12** | **19** | **0** | **53** | **195** | **701** | **91** | **87** | **649** | **40** | **16** | **0** | **12** | **0** | **0** |
| UNIVERSITY | **University Credit:** | | | | | | | | | | | | | | | | | | | | | | | | |
| | **Total University Credit** | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL UNIVERSITY** | | **0** | **4** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL ENROLMENT** | | **122** | **358** | **627** | **134** | **60** | **479** | **100** | **203** | **0** | **90** | **21** | **0** | **112** | **365** | **701** | **159** | **92** | **649** | **53** | **16** | **0** | **64** | **3** | **0** |

# PROGRAM OFFERINGS BY REGION

An important ingredient in the success of any college is its ability to "connect" with its communities and residents. In a region having a population of over 66,200, Carlton Trail College offered **315** programs/classes to **2375** students in **29** communities during the 2014/15 programming year.

- 2014–2015 programming locations




| Location | # of Classes | # of Students | Location | # of Classes | # of Students | Location | # of Classes | # of Students |
|---|---|---|---|---|---|---|---|---|
| Annaheim | 1 | 15 | Imperial | 1 | 13 | Southey | 12 | 81 |
| Carmel | 1 | 20 | Jansen | 1 | 14 | Spalding | 1 | 12 |
| Cupar | 1 | 8 | Kawacatoose First Nation | 2 | 16 | St. Brieux | 10 | 89 |
| Day Star First Nation | 3 | 27 | Lanigan | 1 | 11 | Wadena | 2 | 33 |
| Drake | 1 | 18 | LeRoy | 7 | 45 | Wakaw | 3 | 48 |
| Englefeld | 1 | 18 | Middle Lake | 1 | 7 | Watrous | 45 | 378 |
| Fishing Lake First Nation | 1 | 6 | Muskowekwan First Nation | 1 | 16 | Watson | 2 | 27 |
| Gordon First Nation | 7 | 94 | One Arrow First Nation | 3 | 27 | Wynyard | 33 | 236 |
| Guernsey | 1 | 4 | Punnichy | 10 | 128 | Yellow Quill First Nation | 1 | 14 |
| Humboldt | 156 | 1306 | Raymore | 6 | 60 | | | |

Note: Numbers do not include service type activity and are totaled, not distinct students (see definitions).

# ENROLMENT BY PROGRAM CATEGORY – HUMBOLDT

| | Program Groups | Actuals 2013-2014 Student Enrol FT | Student Enrol PT | Student Enrol Casual | FLEs | 2014-2015 Student Enrol FT | Student Enrol PT | Student Enrol Casual | FLEs |
|---|---|---|---|---|---|---|---|---|---|
| BASIC EDUCATION | **BE Credit: 12** | | | | | | | | |
| | Academic GED | 0 | 17 | 0 | 2.14 | 1 | 17 | 0 | 5.79 |
| | Adult 12 | 56 | 18 | 0 | 72.49 | 59 | 17 | 0 | 73.44 |
| | Adult 10 | 42 | 14 | 0 | 44.99 | 27 | 2 | 0 | 28.21 |
| | **Total BE Credit** | **98** | **49** | **0** | **119.62** | **87** | **36** | **0** | **107.44** |
| | **BE Non-Credit:** | | | | | | | | |
| | Employability/Life Skills | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | English Language Training | 0 | 137 | 0 | 11.63 | 0 | 192 | 0 | 19.65 |
| | General Academic Studies | 70 | 3 | 0 | 73.86 | 18 | 19 | 0 | 12.38 |
| | Literacy | 0 | 0 | 0 | 0 | 0 | 12 | 0 | 0.60 |
| | **Total BE Non-Credit** | **70** | **140** | **0** | **85.49** | **18** | **223** | **0** | **32.63** |
| **TOTAL BASIC EDUCATION** | | **168** | **189** | **0** | **205.11** | **105** | **259** | **0** | **140.07** |
| SKILLS TRAINING | **Institute Credit:** | | | | | | | | |
| | **Apprenticeship & Trade** | 0 | 5 | 0 | 0.63 | 0 | 0 | 0 | 0 |
| | SIAST | 44 | 56 | 1 | 68.35 | 62 | 66 | 0 | 92.94 |
| | Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | **Total Institute Credit** | **44** | **61** | **1** | **68.98** | **62** | **66** | **0** | **92.94** |
| | **Industry Credit:** | | | | | | | | |
| | **Total Industry Credit** | **0** | **132** | **332** | **20.06** | **0** | **181** | **358** | **28.50** |
| | **Non-Credit:** Industry, Community/Individual, Personal Interest | | | | | | | | |
| | **Total Non-Credit** | **12** | **12** | **300** | **10.85** | **0** | **5** | **408** | **5.21** |
| **TOTAL SKILLS TRAINING** | | **56** | **205** | **633** | **99.89** | **62** | **252** | **766** | **126.64** |
| UNIVERSITY | **University Credit:** | | | | | | | | |
| | **Total University Credit** | **0** | **3** | **0** | **0.40** | **0** | **2** | **0** | **0.20** |
| **TOTAL UNIVERSITY** | | **0** | **3** | **0** | **0.40** | **0** | **2** | **0** | **0.20** |
| **TOTAL ENROLMENT** | | **224** | **397** | **633** | **305.40** | **167** | **513** | **766** | **266.91** |

# ENROLMENT BY PROGRAM CATEGORY – *SOUTHEY*

| Program Groups | | Actuals 2013-2014 Student Enrol FT | Student Enrol PT | Student Enrol Casual | FLEs | 2014-2015 Student Enrol FT | Student Enrol PT | Student Enrol Casual | FLEs |
|---|---|---|---|---|---|---|---|---|---|
| BASIC | **BE Credit:** | | | | | | | | |
| | Academic GED | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 |
| | Adult 12 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 |
| | Adult 10 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 |
| | **Total BE Credit** | **0** | **0** | **0** | **0.00** | **0** | **0** | **0** | **0.00** |
| | **BE Non-Credit:** | | | | | | | | |
| | Employability/Life Skills | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8.97 |
| | English Language Training | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | General Academic Studies | 0 | 0 | 0 | 0 | 43 | 4 | 0 | 31.89 |
| | Literacy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | **Total BE Non-Credit** | **0** | **0** | **0** | **0** | **43** | **4** | **0** | **40.86** |
| **TOTAL BASIC EDUCATION** | | **0** | **0** | **0** | **0.00** | **43** | **4** | **0** | **40.85** |
| SKILLS TRAINING | **Institute Credit:** | | | | | | | | |
| | Apprenticeship & Trade | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | SIAST | 8 | 22 | 0 | 19.78 | 18 | 32 | 0 | 19.33 |
| | Other | 18 | 15 | 0 | 11.94 | 23 | 0 | 0 | 8.92 |
| | **Total Institute Credit** | **26** | **37** | **0** | **31.72** | **41** | **32** | **0** | **28.25** |
| | **Industry Credit:** | | | | | | | | |
| | **Total Industry Credit** | **0** | **0** | **31** | **0.83** | **0** | **12** | **58** | **4.18** |
| | **Non-Credit:** Industry, Community/Individual, Personal Interest | | | | | | | | |
| | **Total Non-Credit** | **0** | **0** | **52** | **0.66** | **11** | **25** | **76** | **9.79** |
| **TOTAL SKILLS TRAINING** | | **26** | **37** | **83** | **33.21** | **52** | **69** | **134** | **42.22** |
| UNIVERSITY | **University Credit:** | | | | | | | | |
| | **Total University Credit** | **0** | **0** | **0** | **0.00** | **0** | **0** | **0** | **0** |
| **TOTAL UNIVERSITY** | | **0** | **0** | **0** | **0.00** | **0** | **0** | **0** | **0.00** |
| **TOTAL ENROLMENT** | | **26** | **37** | **83** | **33.21** | **95** | **73** | **134** | **83.07** |

# ENROLMENT BY PROGRAM CATEGORY – *WATROUS*

| Program Groups | | Actuals | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | 2013-2014 | | | | 2014-2015 | | | |
| | | Student Enrol FT | Student Enrol PT | Student Enrol Casual | FLEs | Student Enrol FT | Student Enrol PT | Student Enrol Casual | FLEs |
| **BASIC EDUCATION** | **BE Credit:12** | | | | | | | | |
| | Academic GED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Adult 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Adult 10 | 0 | 0 | 0 | 0 | 0 | | 0 | 0 |
| | **Total BE Credit** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| | **BE Non-Credit:** | | | | | | | | |
| | Employability/Life Skills | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | English Language Training | 0 | 33 | 0 | 4.69 | 0 | 0 | 0 | 0 |
| | General Academic Studies | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Literacy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | **Total BE Non-Credit** | **0** | **33** | **0** | **4.69** | **0** | **0** | **0** | **0** |
| **TOTAL BASIC EDUCATION** | | **0** | **33** | **0** | **4.69** | **0** | **0** | **0** | **0** |
| **SKILLS TRAINING** | **Institute Credit:** | | | | | | | | |
| | **Apprenticeship & Trade** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | SIAST | 31 | 12 | 0 | 40.25 | 37 | 54 | 0 | 62.21 |
| | Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | **Total Institute Credit** | **31** | **12** | **0** | **40.25** | **37** | **54** | **0** | **62.21** |
| | **Industry Credit:** | | | | | | | | |
| | **Total Industry Credit** | **0** | **2** | **129** | **3.02** | **0** | **1** | **142** | **2.75** |
| | **Non-Credit:** Industry, Community/Individual, Personal Interest | | | | | | | | |
| | **Total Non-Credit** | **0** | **0** | **81** | **0.90** | **0** | **2** | **148** | **1.76** |
| **TOTAL SKILLS TRAINING** | | **31** | **14** | **210** | **44.17** | **37** | **57** | **290** | **66.72** |
| **UNIVERSITY** | **University Credit:** | | | | | | | | |
| | **Total University Credit** | **0** | **1** | **0** | **0.10** | **0** | **0** | **0** | **0** |
| **TOTAL UNIVERSITY** | | **0** | **1** | **0** | **0.10** | **0** | **0** | **0** | **0** |
| **TOTAL ENROLMENT** | | **31** | **48** | **210** | **48.96** | **37** | **57** | **290** | **66.72** |

# ENROLMENT BY PROGRAM CATEGORY – *WYNYARD*

| Program Groups | | Actuals 2013-2014 Student Enrol FT | Student Enrol PT | Student Enrol Casual | FLEs | 2014-2015 Student Enrol FT | Student Enrol PT | Student Enrol Casual | FLEs |
|---|---|---|---|---|---|---|---|---|---|
| **BASIC EDUCATION** | **BE Credit:12** | | | | | | | | |
| | Academic GED | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Adult 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Adult 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | **Total BE Credit** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0.00** |
| | **BE Non-Credit:** | | | | | | | | |
| | Employability/Life Skills | 0 | 0 | 0 | 0 | 0 | 18 | 0 | 6.09 |
| | English Language Training | 0 | 15 | 0 | 0.98 | 0 | 0 | 0 | 0 |
| | General Academic Studies | 0 | 0 | 0 | 0 | 6 | 8 | 0 | 6.02 |
| | Literacy | 0 | 0 | 0 | 0 | **0** | **0** | **0** | **0** |
| | **Total BE Non-Credit** | **0** | **15** | **0** | **0.98** | **6** | **26** | **0** | **12.11** |
| **TOTAL BASIC EDUCATION** | | **0** | **15** | **0** | **0.98** | **6** | **26** | **0** | **12.11** |
| **SKILLS TRAINING** | **Institute Credit:** | | | | | | | | |
| | **Apprenticeship & Trade** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| | SIAST | 21 | 8 | 0 | 19.57 | 12 | 13 | 0 | 16.96 |
| | Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00 |
| | **Total Institute Credit** | **21** | **8** | **0** | **19.57** | **12** | **13** | **0** | **16.96** |
| | **Industry Credit:** | | | | | | | | |
| | **Total Industry Credit** | **0** | **16** | **100** | **7.92** | **0** | **10** | **118** | **3.66** |
| | **Non-Credit:** Industry, Community/Individual, Personal Interest | | | | | | | | |
| | **Total Non-Credit** | **0** | **9** | **90** | **2.19** | **0** | **0** | **75** | **1.59** |
| **TOTAL SKILLS TRAINING** | | **21** | **33** | **190** | **29.68** | **12** | **23** | **193** | **22.21** |
| **UNIVERSITY** | **University Credit:** | | | | | | | | |
| | **Total University Credit** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0.00** |
| **TOTAL UNIVERSITY** | | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0.00** |
| **TOTAL ENROLMENT** | | **21** | **48** | **190** | **30.66** | **18** | **49** | **193** | **34.32** |

# SKILLS TRAINING PROGRAMS

## INSTITUTE CREDIT

Carlton Trail College continued to provide various credit skills training programming opportunities throughout its region. A wide variety of full- and part-time courses and programs, primarily brokered through Saskatchewan Polytechnic, was offered. The majority of programs were financed utilizing provincial funding resources received from the Ministry of the Economy. Some programs were undertaken on a cost-recovery basis, while others were offered through partnering agreements with third parties.

While the College received approximately a 6.6% reduction in Skills Training funding in 2014/15 there was an overall increase in the number of offerings for both full- and part-time institute credit programs. This increase in offerings was as a result of the utilization of carry-over funds from the internally restricted operating surplus. These additional offerings resulted in a 24.8% increase of full-load equivalencies (FLEs), and 31.2% increase in enrolments for the program year.

### *HIGHLIGHTS*

- The College had great success with the first-ever offering of the Power Engineering Technician Certificate. All 12 students successfully passed both Provincial Exams, and the program saw a 100% graduation rate. Upon completion of the program, all graduates either found employment, or returned to school to continue their education in the power engineering field.
- The College continued the partnership with the Saskatoon Health Region to ensure that Continuing Care Assistant students enroled in the Humboldt and Wynyard offerings were able to participate in the "Earn-as-You-Learn" program. Students were able to undertake their studies while employed with the health region.
- Pacific Institute training continues to be a component of all full-time institute credit programs. The goal of this training is to enhance student retention, as well as to develop soft skills most desired by employers (flexibility, critical thinking, innovation, accountability and leadership).
- The College continues to see success with the two-week work experience that was added to all full-time institute credit programs. As a result of this initiative, many students received employment offers from those employers with whom they had completed work experience.

### *SKILLS TRAINING PROGRAMS OFFERED IN 2014/15*

- Business Certificate
- Construction Worker Preparation
- Continuing Care Assistant Certificate
- Early Childhood Education Certificate
- Electrician Applied Certificate
- Educational Assistant Certificate
- Heavy Equipment Operator Applied Certificate
- Industrial Mechanic Applied Certificate
- Office Education Certificate
- Plumbing & Pipefitting Applied Certificate
- Power Engineering Technician Certificate
- Practical Nursing Diploma
- Primary Care Paramedic Certificate
- Security Officer
- Welding Applied Certificate

## INDUSTRY CREDIT

The College understands the importance of offering Industry Credit programming to meet the needs of business, industry, First Nations, communities and individual stakeholders residing in our region. In 2014/15 the College realized a 31.1% increase in enrolments, and a 22.8% increase in the FLEs for industry credit programming. The majority of the Industry Credit programming was offered on a cost recovery basis or through third party partnerships.

### *HIGHLIGHTS*

- The College continues to partner with 33 volunteer fire departments within its region to deliver online and face-to-face modules of the *Essentials of Firefighting 1001*. Enrolments were up by 4.6% over the previous year.
- Truck Driver Training was a popular course in the College region with a total of 34 individuals receiving training. That is an 88% increase over last year.
- A 6-week scaffolding program, funded by Touchwood Agency Tribal Council and Labour Market Services, was offered in Punnichy. The program was delivered by Prairie Artic Trades Training Centre, an organization that provides direct links to employment for graduates. Representatives from 5 different companies, who work with Prairie Artic, made presentations to students about employment opportunities as well as provided work-placement opportunities.
- Safety training continues to be highly sought after in the region, with 760 individuals being trained in various areas. This is a 31% increase over last year.

### *INDUSTRY CREDIT PROGRAMS OFFERED IN 2014/15*

- Babysitter Training
- Confined Spaces
- Essentials of Fire Fighting
- Forklift Safety Operator
- Food Safe
- H2S Alive
- Hunter Safety
- Heavy Equipment Operator
- Journeyperson Welding
- Life Skills Coach Certificate Training
- Pesticide Training
- Power Engineering 5th Class
- Power Engineering Fireman Level
- Pressure Pipe Welding
- Professional Assault Response Training
- Red Cross Recertification
- Scaffolding
- Standard First Aid/CPR with AED
- Snowmobile Safety Training
- Tourism Essentials – Mine Camp Training
- Transportation of Dangerous Goods
- Truck Driver Training/Air Brake
- Welding Upgrader
- WHMIS

## BUSINESS, INDUSTRY & COMMUNITY

Business, Industry and Community Education (BIC) programs consist of non-credit programs of varying duration in the areas of agriculture, business, computer applications, health and wellness and general interest. These programs are scheduled in various communities throughout the region based on identified needs and stakeholder requests. 2014/15 programming saw an increase in enrolments of 32.7%, and a subsequent increase in FLEs of 25.6%.

### *BIC PROGRAMS OFFERED IN 2014/15*

- Agriculture
  - Grain Marketing
  - Succession Planning
- Business/Trades
  - Becoming an Effective Board Member
  - Career and Employment Workshop
  - Computer Maintenance
  - Financial Basics - Money
  - Framing
  - General Welding
  - Small Engine Repair
  - Welding Terminology
  - Workforce Preparation
- Computers
  - Basic Computer Skills
  - Computer Hardware
  - Computer Software Applications
  - Computerized Accounting
  - Customized Computer Training
  - Internet
  - iPad/Tablet Basics
  - Smart Phone
  - Spreadsheets (Excel)
- Health & Wellness
  - Fire Extinguishers
- Ed2Go (Online)
  - Administrative Assistant
  - Become a Vet Assistant
  - Conversational French
  - Creating Websites Pages
  - Digital Photography
  - Get Assertive
  - Keys to Effective Communication
  - Leadership
  - Medical Terminology
  - Microsoft Access, Excel, Word, Outlook & PowerPoint
  - QuickBooks
  - Teaching Students with Autism
  - Writing Essentials
- General Interest
  - Cooking
  - Digital Photography
  - Driver Training
  - Home Handyman Electrical, Plumbing, Tiling
  - Landscape Design
  - Learn to Drive for Newcomers – Learner Prep
  - Marvelous Mosaics
  - Quilting, Knitting, Sewing
  - Painting
  - Sketching & Drawing
  - Small Engine Repair
  - Yoga

# ADULT BASIC EDUCATION

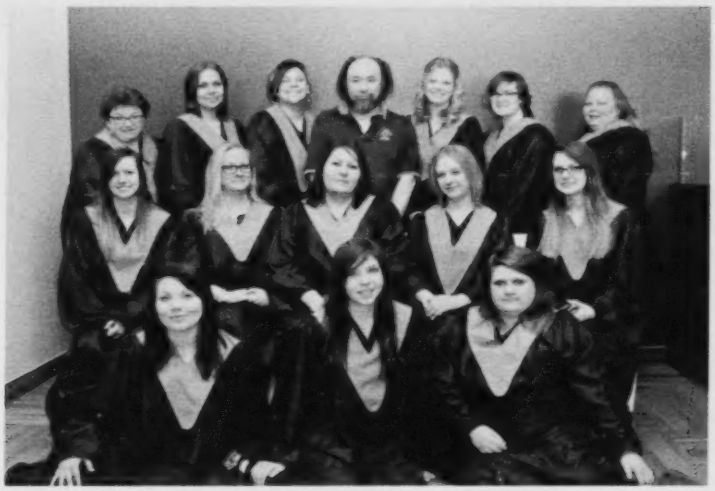
Adult Basic Education (ABE) is an umbrella term that refers to a wide range of services and credit and non-credit programs designed to help learners garner the foundational skills needed to gain employment or the credentials required to enter post-secondary education. In order to address the breadth of student needs across our region, the provision of a variety of ABE programs is essential. In an effort to best meet regional demands, the College provides a spectrum of ABE training opportunities including Level 4 (Adult 12), Level 3 (Adult 10), Level 1 and 2 (literacy, essential and employability skill development) and English as a Subsequent Language (ESL).

## ABE CREDIT

2014/15 saw a decrease in ABE credit FLEs of approximately 11.3% over the previous program year. This decrease was as result of one less program offering in 2014/15; an offering that had previously resulted from a 3rd party program purchase. In addition, there was also a slight decrease of enrolments across all programs. Of note, was a 22.8% increase in graduation rates for ABE credit programming.

### *HIGHLIGHTS*

- The College delivered both ABE Level 3 and 4 programming in Punnichy, and Wakaw, and Level 4 programming in Humboldt and Wynyard.
- The College offered the Academic GED program at both George Gordon and Day Star First Nations. The class is geared to students who have completed ABE Level 3 and are considering entering directly into the workforce. Some students, however, use it as a means to ladder into the ABE Level 4 program.
- The Aboriginal success rate* was 73.5%, which was an increase of 23.5% over last year.



*Graduates from ABE Level 4 in Humboldt*

* Student success are based on a combination of completion and graduation rates

## ABE NON-CREDIT

The 2014/15 academic year proved to be a busy one for ABE non-credit programming. The College saw a slight increase in the number of programs offered, resulting in a 24.5% increase in enrolments. However, because the length of many of the key programs (e.g. ABE-Essential Skills for the Workplace) were of shorter duration than in previous years, there was an overall decrease in FLEs by 9.7%.

### *HIGHLIGHTS*

- The first intake of the *Introduction to Mining* program, partially funded with proposal dollars from International Minerals Innovation Institute (iMii), took place this year. The program aims to ensure Aboriginal people have the essential skills and work-readiness training needed to enter the mining sector. The College partnered with BHP Billiton, and Kawacatoose, Day Star and Muskowekwan First Nations to deliver this program in Punnichy.
- The College partnered with Saskatoon Health District in Wadena to deliver a 10-week *Bridging into Health Careers* program to students from Fishing Lake and Yellow Quill First nations, and Kinistin Saulteaux Nation. The goal of this program is to expose and prepare students for entry level jobs in the rural health region.
- The College offered ABE-ESWP programming at a number of locations across the region. They included One Arrow First Nation, George Gordon First Nation, Kawacatoose First Nation, Muskowekwan First Nation and Yellow Quill First Nation. These programs were shorter in length than in the previous year.
- The College continued partnering with Carleton University to offer the *Canadian Academic English Language Test (CAEL)*. Currently, the College is the only post-secondary institution in Saskatchewan to offer CAEL. A total of 7 sittings were offered, resulting in 110 individuals taking the test.
- The College delivered a 12-week essential skills *Spotlight on Change* program through proposal dollars received from the Saskatchewan Community Literacy Fund. The program is geared to women over 30 who are provided the opportunity to experience self-discovery and self-appreciation, strengthen relationships and connections to the community and receive essential skills training.

*Year-end ESL Student Celebration in Humboldt*

- Stage 1 English and LINC (Language Instruction for Newcomers to Canada) was offered in 11 different locations within the College region. Overall there were a total of 192 individuals participating in these programs; a slight increase from last year.

# STUDENT SERVICES

Student Services plays a key role in student success; assisting students to determine their academic and career goals, providing ongoing support throughout College programs and to assisting with the transition to further academic attainment and/or the workforce.

Depending on the needs of the learner, advising services are provided on a confidential one-on-one or group basis. Student services offer learners the following wide array of personalized supports:

| | |
|---|---|
| Academic Advising | • Program Planning<br>• Academic Progress<br>• Application Assistance |
| Accessibility/Disability Services | • Assessment of Learning Disabilities<br>• Accommodation for Documented Disabilities<br>• Support and Advocacy |
| Crisis Intervention | • Critical Incident Debriefing<br>• Suicide Intervention<br>• Referrals to Community Agencies and Services |
| Financial Planning | • Student Loan Information<br>• Scholarships, Bursaries and Awards Information<br>• Budgeting Assistance for Going to School |
| Help with Choosing a Career | • Career Testing/Assessment<br>• Career Planning<br>• Program Information and Exploration |
| Personal Coaching | • Academic Success<br>• Problem Solving<br>• Confidential Personal Advising<br>• Conflict Resolution and Mediation |
| Success Workshops | • Study Skills<br>• Time Management<br>• Note Taking Strategies<br>• Exam Preparation<br>• Exam Anxiety<br>• Pacific Institute Training |
| Transition to Employment | • Goal Setting<br>• Resume and Cover Letter Assistance<br>• Interview Preparation<br>• Workplace Skills Development for Specific Programs |

Student services personnel facilitate the world renowned goal-setting and personal enhancement program, *The Pacific Institute*, for all students enrolled in full-time institute credit and ABE credit and non-credit programs. The goal of the workshop is to strengthen student engagement and to increase student retention and overall success.

Student Services conducted approximately 300 intake and assessment meetings, and over 350 career/academic advising sessions to current and prospective students.

Our Accessibility/Disability office provided services and supports to individuals with learning challenges. Of the students who required assistance or accommodations for disabilities, 71.4% successfully completed their programs.

# UNIVERSITY PROGRAMS

Currently the College does not offer any face-to-face university programs. However, students do have the option to enrol in University of Regina classes offered over the LIVE Network.

# COMMUNITY ACCESS PROGRAM YOUTH INITIATIVE

Industry Canada Industrie Canada

The Youth Internship Program is an Industry Canada funded program designed to create jobs and other social, educational and economic benefits associated with the use of information technologies. The program provides funding for young Canadians to gain employment with Information and Communications Technologies (ICT) related not-for-profit organizations. The objective is to encourage not-for-profit organizations across Canada to develop and apply ICT-related skills and create internships to strengthen their business and build a foundation for success of youth in the job market.

Carlton Trail College has been contracted to administer the Youth Internship program in Saskatchewan since its inception in 1994. Special attention is paid to properly administer the program to meet the Youth Employment Strategy Objectives and Youth Internship priorities. The Provincial Coordinator is based out of the Humboldt office and provides training and support for the youth interns throughout the province.

59 interns were placed at host organizations in Saskatchewan during the 2014/2015 program, including the Provincial Coordinator and three Regional Coordinators. Interns are eligible under either a "Career Focus Stream" (students currently enroled in a post-secondary institution or who have completed at least one course at a university or other post-secondary institution) or a "Summer Work Experience Stream" (students intending to return to school full time after the internship).

Interns were trained on a variety of topics including: resume building, interview skills, career finding tools, social media, internet safety, internet research, computer applications, presentation skills, effective communication, leadership, goal setting, motivation and stress, and more.

In their jobs, the youth interns performed a variety of duties that were dependent on the needs of their host organization. Some conducted computer and internet training, others helped library patrons with using e-readers, assisted with resume writing, conducted activities like cybercamps and developed websites. They all used ITC to enhance the operation of the organizations and communities in which they worked.

*Sask YI training in Bruno*

# CARLTON TRAIL COLLEGE

## DEFINITIONS

# DEFINITIONS

**Program/Service**

Program: A course(s) of study based on a curriculum, plan or system of academic and related activities that have a definite duration.

Service: The formal act of helping, providing assistance and/or advice.

**Certification**

Credit: Learning which is certified by a recognized body.

Non-Credit: Learning which is not certified by a recognized body.

**Program Completion Status**

Completer (C): A student who has completed the time requirement of a course or all courses within a program session.

Completed Successfully: A student who has successfully completed all requirements of a non-credit program.

Graduate (G): A student who has successfully completed all program requirements and attained a level of standing resulting in credit recognition from an accrediting institution/industry and/or regulatory body.

**Program Type**

Apprenticeship & Trade: Education and training certified through Apprenticeship and Trade Commission.

Basic Education Credit (BE Credit): Learning that is certified by the Saskatchewan Ministry of Education

Basic Education Non-Credit (BE Non-Credit): Learning which may include some form of evaluation; however, does not result in certification by a recognized body.

Community/Individual Non-Credit: Education and training that leads to or enhances a person(s) employability or enhances community and/or social development, but does not result in credentials or certification recognized by an industry, association or sector, regulatory body or licensing agency.

Industry Credit: Education and training that leads to a credential that is recognized by an industry association or sector, regulatory body or licensing agency.

Industry Non-Credit: Education and training that meets the specific needs identified for an industry, group, firm or sector that does not result in credentials or certification recognized by an industry, association or sector, regulatory body or licensing agency.

# DEFINITIONS cont'd

Institute Credit: Education and training which leads to a credential (certificate, diploma, degree) from a recognized credit-granting agency.

University: University credit training.

Personal Interest Non-Credit: Education and training that meets the needs of individual(s) or group(s) for the purpose of enhancing their hobby, leisure and recreation skills.

**Students**

Distinct Student: An individual participating, over an identified period of time, in one or more program groups offered by the College.

Full-Time Student: is defined as one who is taking courses that collectively require a minimum of 18 hours of scheduled class time per week for a minimum period of 12 weeks. There are two exceptions to this definition:

- for Apprenticeship and Trade: a complete level (the length depends on the trade) is required; and
- for university courses: a minimum of 216 hours of scheduled class time for the academic year.

Part-Time Student: is defined as: (a) one who is taking courses of less than 12 weeks duration, even when more than 18 hours of scheduled class time per week is required or (b) one who is taking courses that are at least 12 weeks in duration, but collectively require less than 18 hour of scheduled class time per week.

Casual Student: is defined as one who is taking courses within a program group that collectively total less than 30 hours of scheduled class time.

**Registration**

Course Registrations: The number of students enroled in courses taken within a program area or program type.

Program Registrations: The number of students enroled in a program area or program type.

Student Enrolment: Student(s) enroled in program(s) or course(s) that are part of a specific Program Group.

**Count**

Full-Load Equivalent (FLE): Total participant hours divided by the generally accepted full-load equivalent factor for a program group.

Participant Hours: The total time that a student is actively involved in a program (course) session.

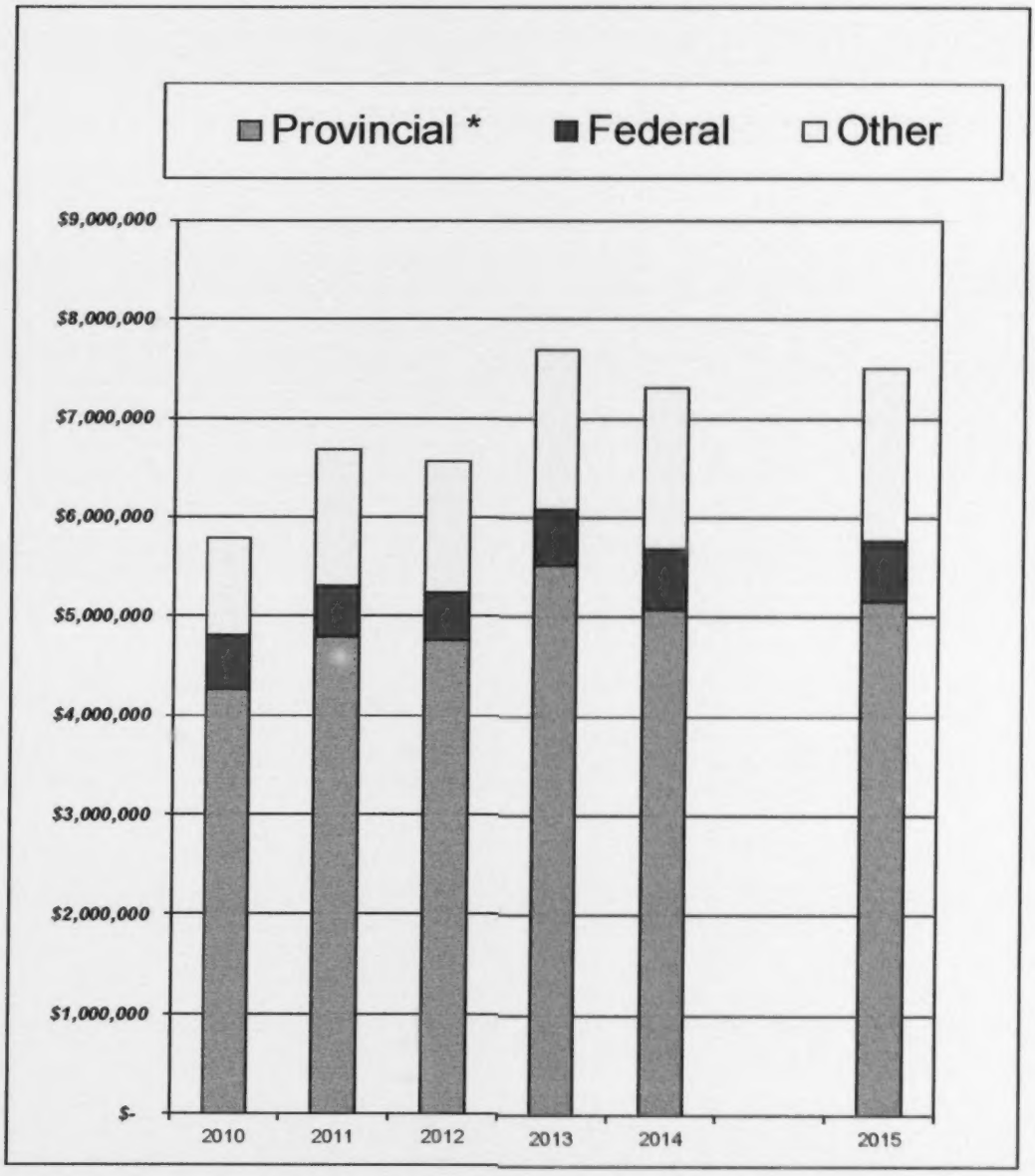
# CARLTON TRAIL COLLEGE

# FINANCIAL STATEMENTS

# JUNE 30, 2015

**CARLTON TRAIL COLLEGE**
**REVENUE ANALYSIS**
**2010 - 2015**

| | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 |
|---|---|---|---|---|---|---|
| Provincial * | $ 4,264,642 | $ 4,783,774 | $ 4,752,645 | $ 5,523,134 | $ 5,073,448 | $ 5,161,905 |
| Federal | 544,127 | 519,412 | 482,979 | 566,997 | 603,412 | 610,416 |
| Other | 967,157 | 1,372,255 | 1,319,724 | 1,605,649 | 1,623,658 | 1,736,090 |
| Total | $ 5,775,926 | $ 6,675,441 | $ 6,555,348 | $ 7,695,780 | $ 7,300,518 | $ 7,508,411 |

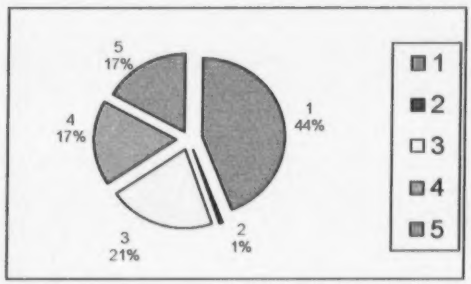



* Ministry of Advanced Education and Ministry of the Economy and all other Provincial Ministries.
**In 2013 Carlton Trail College switched to PSAB statements. 2012 figures were restated.**

## CARLTON TRAIL COLLEGE
## Comparison of Expenditures 2010 - 2015

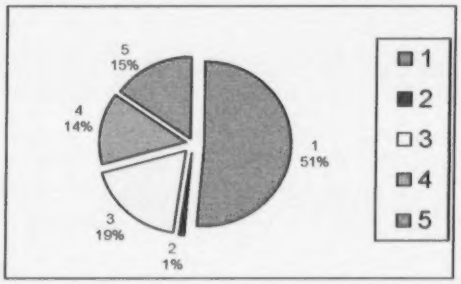
**2010**

| | |
|---|---|
| (1) Programming | 2,513,781 |
| (2) Board | 36,767 |
| (3) Admin | 1,193,448 |
| (4) Organization | 998,699 |
| (5) Career Support | 970,403 |
| Total | $ 5,712,098 |



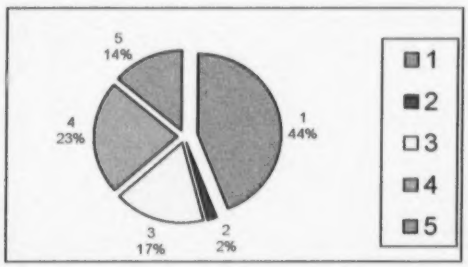

**2011**

| | |
|---|---|
| (1) Programming | 3,347,349 |
| (2) Board | 63,019 |
| (3) Admin | 1,207,309 |
| (4) Organization | 919,079 |
| (5) Career Support | 996,034 |
| Total | $ 6,532,790 |



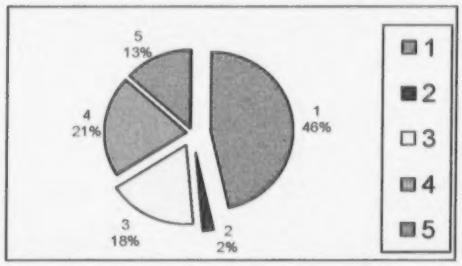

**2012**

| | |
|---|---|
| (1) Programming | 3,135,970 |
| (2) Board | 131,811 |
| (3) Admin | 1,254,656 |
| (4) Organization | 1,620,802 |
| (5) Career Support | 988,117 |
| Total | $ 7,131,356 |



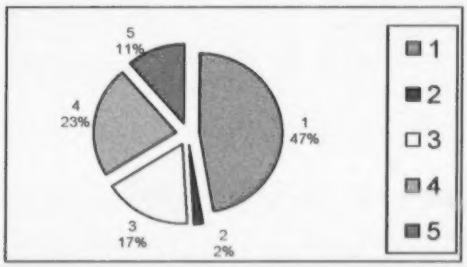

**2013**

| | |
|---|---|
| (1) Programming | 3,193,799 |
| (2) Board | 150,004 |
| (3) Admin | 1,203,408 |
| (4) Organization | 1,420,341 |
| (5) Career Support | 923,119 |
| Total | $ 6,890,671 |



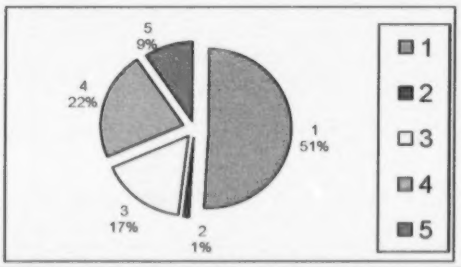

**2014**

| | |
|---|---|
| (1) Programming | 3,550,868 |
| (2) Board | 132,959 |
| (3) Admin | 1,284,372 |
| (4) Organization | 1,693,636 |
| (5) Career Support | 856,439 |
| Total | $ 7,518,274 |




**2015**

| | |
|---|---|
| (1) Programming | 4,108,469 |
| (2) Board | 86,930 |
| (3) Admin | 1,341,168 |
| (4) Organization | 1,778,433 |
| (5) Career Support | 772,326 |
| Total | $ 8,087,326 |






**In 2013 Carlton Trail College switched to PSAB statements. 2012 figures were restated.**

# INDEPENDENT AUDITORS' REPORT

To the Board
Carlton Trail College

We have audited the accompanying financial statements of Carlton Trail College, which comprise the statements of financial position as at June 30, 2015, and the statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended, including supporting schedules and a summary of significant accounting policies and other explanatory information.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditors' Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Opinion***

In our opinion, the financial statements present fairly, in all material respects, the financial position of Carlton Trail College as at June 30, 2015, and the results of its operations, changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

*original signed by Auditor*
E.J.C. Dudley & Co.
Chartered Accountants

Wynyard, Saskatchewan
September 14, 2015

## CARLTON TRAIL COLLEGE
## Statement of Management Responsibility

The College is responsible for the preparation of the financial statements and has prepared them in accordance with Canadian public sector accounting principles and in accordance with the guidelines developed by Saskatchewan Advanced Education. The College believes the financial statements present fairly the College's financial position as at June 30, 2015, and the results of its operations for the year then ended.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, the College has developed and maintains a system of internal control designed to provide reasonable assurance that College assets are safeguarded from loss and that the accounting records are a reliable basis for the preparation of financial statements.

The Board of Directors is responsible for the review of the financial statements. The Board meets with management and, as required, with the external auditors to discuss the results of audit examinations and financial reporting matters. The external auditors have full access to the Board with and without the presence of management.

The financial statements for the year ended June 30, 2015, have been reported on by E. J. C. Dudley & Co. The Auditors' Report outlines the scope of their examination and provides their opinion on the fairness of presentation of the information in the financial statements.

*original signed by*
President and CEO

*original signed by*
VP Finance

Statement 1

**Carlton Trail College**
**Statement of Financial Position**
**as at June 30, 2015**

| | June 30 2015 | June 30 2014 |
|---|---|---|
| **Financial Assets** | | |
| Cash and cash equivalents (Note 3) | $ 1,546,152 | $ 1,589,591 |
| Accounts receivable (Note 4) | 570,007 | 669,551 |
| Inventories for resale (Note 5) | 57,172 | 39,561 |
| **Total Financial Assets** | 2,173,331 | 2,298,703 |
| **Liabilities** | | |
| Accrued salaries and benefits (Note 6) | 206,618 | 166,910 |
| Accounts payable and accrued liabilities (Note 7) | 143,375 | 235,277 |
| Deferred revenue (Note 8) | 302,739 | 43,152 |
| Liability for employee future benefits (Note 9) | 138,800 | 124,200 |
| **Total Financial Liabilities** | 791,532 | 569,539 |
| **Net Financial Assets** | 1,381,799 | 1,729,164 |
| **Non-Financial Assets** | | |
| Tangible capital assets (Note 10) | 4,593,690 | 4,840,858 |
| Prepaid expenses (Note 11) | 138,204 | 122,586 |
| **Total Non-Financial Assets** | 4,731,894 | 4,963,444 |
| **Accumulated Surplus** | $ 6,113,693 | $ 6,692,608 |
| **Accumulated Surplus is comprised of:** | | |
| Accumulated surplus from operations | $ 6,113,693 | $ 6,692,608 |
| **Total Accumulated Surplus** | $ 6,113,693 | $ 6,692,608 |

Contractual Obligations and Commitments (Note 17)

*The accompanying notes and schedules are an integral part of these financial statements*

On behalf of the Board:

*original signed by* _____ Chairperson

*original signed by* _____ Chief Financial Officer

**Statement 2**

**Carlton Trail College**
**Statement of Operations and Accumulated Surplus**
**for the year ended June 30, 2015**

| | 2015 Budget (Note 14) | 2015 Actual | 2014 Actual |
|---|---|---|---|
| **Revenues** (Schedule 2) | | | |
| Provincial government | | | |
| Grants | $ 4,166,855 | $ 4,231,448 | $ 4,216,317 |
| Other | 848,275 | 930,457 | 857,131 |
| Federal government | | | |
| Other | 689,565 | 610,416 | 603,412 |
| Other revenue | | | |
| Administrative recoveries | 10,100 | 541 | 18,943 |
| Contracts | 428,900 | 461,952 | 339,624 |
| Interest | 31,800 | 23,592 | 29,423 |
| Rents | - | 2,043 | 2,053 |
| Resale items | 187,700 | 167,164 | 135,305 |
| Tuitions | 1,132,555 | 1,034,108 | 957,810 |
| Donations | 74,000 | 19,135 | 128,734 |
| Other | 2,320 | 27,555 | 11,766 |
| Total revenues | 7,572,070 | 7,508,411 | 7,300,518 |
| **Expenses** (Schedule 3) | | | |
| General | 3,127,365 | 3,097,331 | 3,045,589 |
| Skills training | 2,866,000 | 2,602,371 | 2,221,821 |
| Basic education | 1,553,485 | 1,506,098 | 1,329,047 |
| Services | 862,160 | 772,326 | 856,439 |
| Scholarships | 87,500 | 109,200 | 65,378 |
| Total expenses | 8,496,510 | 8,087,326 | 7,518,274 |
| Surplus (Deficit) for the Year from Operations | (924,440) | (578,915) | (217,756) |
| Accumulated Surplus, Beginning of Year | 6,692,608 | 6,692,608 | 6,910,364 |
| Accumulated Surplus, End of Year | $ 5,768,168 | $ 6,113,693 | $ 6,692,608 |

*The accompanying notes and schedules are an integral part of these financial statements*

Statement 3

**Carlton Trail College**
**Statement of Changes in Net Financial Assets**
**as at June 30, 2015**

| | 2015 Budget (Note 14) | 2015 Actual | 2014 Actual |
|---|---|---|---|
| **Net Financial Assets, Beginning of Year** | $ 1,729,164 | $ 1,729,164 | $ 2,089,979 |
| **Surplus (Deficit) for the Year from Operations** | (924,440) | (578,915) | (217,756) |
| Acquisition of tangible capital assets | (60,000) | (136,515) | (451,050) |
| Amortization of tangible capital assets | 358,825 | 383,683 | 377,015 |
| Acquisition of prepaid expenses | (20,000) | (479,067) | (121,743) |
| Use of prepaid expenses | 40,000 | 463,449 | 52,719 |
| **Change in Net Financial Assets** | (605,615) | (347,365) | (360,815) |
| **Net Financial Assets, End of Year** | $ 1,123,549 | $ 1,381,799 | $ 1,729,164 |

*The accompanying notes and schedules are an integral part of these financial statements.*

## Carlton Trail College
## Statement of Cash Flows
## for the year ended June 30, 2015

| | 2015 | 2014 |
|---|---|---|
| **Operating Activities** | | |
| (Deficit) surplus for the year from operations | $ (578,915) | $ (217,756) |
| Non-cash items included in surplus (deficit) | | |
| Amortization of tangible capital assets | 383,683 | 377,015 |
| Changes in non-cash working capital | | |
| Decrease (increase) in accounts receivable | 99,544 | (32,333) |
| (Increase) in inventories for resale | (17,611) | (16,998) |
| Increase (decrease) in accrued salaries and benefits | 39,708 | (70,838) |
| (Decrease) increase in accounts payable and accrued liabilities | (91,902) | 71,296 |
| Increase (decrease) in deferred revenue | 259,587 | (101,208) |
| Increase in Liability for Employee Future Benefits | 14,600 | 13,600 |
| (Increase) in prepaid expenses | (15,618) | (69,024) |
| **Cash Provided by Operating Activities** | 93,076 | (46,246) |
| **Capital Activities** | | |
| Cash used to acquire tangible capital assets | (136,515) | (451,050) |
| Proceeds on disposal of tangible capital assets | - | - |
| **Cash (Used) Provided by Capital Activities** | (136,515) | (451,050) |
| **(Decrease) increase in Cash and Cash equivalents** | (43,439) | (497,296) |
| **Cash and Cash Equivalents, Beginning of Year** | 1,589,591 | 2,086,887 |
| **Cash and Cash Equivalents, End of Year** | $ 1,546,152 | $ 1,589,591 |

*The accompanying notes and schedules are an integral part of these financial statements.*

## 1. PURPOSE AND AUTHORITY

Carlton Trail College (the College) was established by Saskatchewan Order in Council 22/89 dated February 16, 1989.

The College offers educational services and programs under the authority of Section 14 of *The Regional Colleges Act*. The College Board plays an integral part in strategic direction and management guidance.

The purpose of the Colleges is to provide credit and non-credit classroom and vocational training to meet the needs of regional constituents and industry. The College is exempt from the payment of income tax.

## 2. SIGNIFICANT ACCOUNTING POLICIES

As a government not-for-profit organization, the College prepared these financial statements in accordance with Canadian public sector accounting standards for government reporting entities, which it adopted for the June 30, 2013 financial statements. The accounting standards followed for government not-for-profit organizations is the CPA Canada Public Sector Accounting (PSA) Handbook.

### (a) College Reporting Entity

The financial statements include all of the assets, liabilities, revenues and expenses of the College reporting entity

### (b) Measurement Uncertainty and the Use of Estimates

The preparation of financial statements in conformity with PSA standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the year. Uncertainty in the determination of the amount at which an item is recognized or disclosed in financial statements is known as measurement uncertainty. Such uncertainty exists when there is a variance between the recognized or disclosed amount and another reasonably possible amount.

Measurement uncertainty that may be material to these financial statements exists for:

- the liability for employee future benefits of $138,800 (June 30, 2014 - $124,200) because actual experience may differ significantly from actuarial or historical estimations and assumptions;

These estimates and assumptions are reviewed periodically and, as adjustments become necessary, they are reported in earnings in the periods in which they become known. While best estimates are used for reporting items subject to measurement uncertainty, it is reasonably possible that changes in future conditions, occurring within one fiscal year, could require material changes in the amounts recognized or disclosed.

**(c) Financial Instruments**

Financial instruments create rights and obligations to receive or deliver economic benefits. Financial instruments include cash and cash equivalents, accounts receivable, accrued salaries and benefits, accounts payable and accrued liabilities.

Financial instruments are assigned to one of two measurement categories: fair value, or cost or amortized cost.

**i) Fair Value**
Fair value measurement applies to portfolio investments in equity instruments that are quoted in an active market.

**ii) Cost or Amortized Cost**
All other financial assets and financial liabilities are measured at cost or amortized cost. Transaction costs are a component of cost for financial instruments measured using cost or amortized cost. Loans and receivables are measured at amortized cost. Due to their short-term nature, the amortized cost of these instruments approximates their fair value.

**(d) Financial Assets**

Financial assets are assets that could be used to discharge existing liabilities or finance future operations and are not for consumption in the normal course of operations. Valuation allowances are used where considered necessary to reduce the amounts reported for financial assets to their net realizable value.

**Cash and Cash Equivalents** consist of cash, bank deposits and highly liquid investments with initial maturity terms of three months or less and held for the purpose of meeting short-term operating cash commitments rather than for investing purposes.

**Accounts Receivable** are shown net of allowance for doubtful accounts to reflect their expected net recoverable value. Valuation allowances are recorded where recovery is considered uncertain. Changes in valuation allowances are recorded in the statement of operations.

**Inventories for Resale** consist of textbooks and course materials, which are held for sale in the ordinary course of operations and are valued at the lower of cost and net realizable value. Cost is determined average cost method. Net realizable value is the estimated selling price in the ordinary course of business.

**(e) Liabilities**

Liabilities are present obligations arising from transactions and events occurring prior to year-end, which will be satisfied in the future through the use of assets or another form of economic settlement.

**Bank indebtedness** is comprised of bank overdraft and short-term loans with initial maturities of one year or less, incurred for the purpose of financing current expenses.

**Accrued Salaries and Benefits** represents salaries and benefits owing to or on behalf of work performed by employees, but not yet paid, at the end of the fiscal period. Amounts are payable within one year.

**Accounts Payable and Accrued Liabilities** include accounts payable and accrued liabilities owing to third parties for goods supplied and services rendered, but not yet paid, at the end of the fiscal period. Amounts are payable within one year.

**Deferred revenue** from government transfers represents restricted grants with stipulations that give rise to a liability. The revenue is recognized as the stipulation liabilities are settled. Deferred revenue from non-government sources represents revenue related to fees or services received in advance of the fee being earned or the services being performed, and other contributions for which the contributor has placed restrictions on the use of the resources. Tuition and fee revenue is recognized as the course is delivered, revenue from contractual services is recognized as the services are delivered, and revenue from other contributions is recognized in the fiscal year in which the resources are used for the purpose specified.

**Liability for Employee Future Benefits** represents accumulating non-vesting sick leave benefits that accrue to the College's employees. The cost of these benefits is recorded as the benefits are earned by employees. The liability relating to these benefits is actuarially determined using the projected benefit method pro-rated on service and management's best estimate of expected sick leave usage, discount rate, inflation, salary escalation, termination and retirement rates and mortality. Actuarial gains and losses are amortized on a straight-line basis over the expected average remaining service life of the related employee groups. Actuarial valuations are

performed periodically. Extrapolations of these valuations are made when a valuation is not done in the current fiscal year.

**(f) Non-Financial Assets**

Non-financial assets are assets held for consumption in the provision of services. These assets do not normally provide resources to discharge the liabilities of the College unless they are sold.

**Tangible Capital Assets** have useful lives extending beyond the accounting period, are used by the College to provide services to the public and are not intended for sale in the ordinary course of operations. Tangible capital assets are recorded at cost and include all costs directly attributable to the acquisition, design, construction, development, installation and betterment of the tangible capital asset.

The cost of depreciable tangible capital assets, net of any residual value, is amortized on a straight line-basis over their estimated useful lives as follows:

| | |
|---|---|
| Buildings | 20 years |
| Furniture and equipment | 3 to 5 years |
| Computer hardware | 5 years |
| Computer software | 5 years |
| Vehicles | 5 years |
| Leasehold improvements | Term of lease or useful life |
| Leased capital assets | Term of lease or useful life |

Write-downs are accounted for as expenses in the statement of operations.

**Prepaid Expenses** are prepaid amounts for goods or services, which will provide economic benefits in one or more future periods. The prepaid amount is recognized as an expense in the year the goods or services are consumed.

**(g) Employee Pension Plans**

**Multi-Employer Defined Benefit Plans**
The College's employees participate in one of the following multi-employer defined benefit plans:

i) Teachers and other employees holding a teaching certificate participate in either the retirement plan of the Saskatchewan Teachers' Retirement Plan (STRP) or Saskatchewan Teachers' Superannuation Plan (STSP). The College's obligation for these plans is limited to collecting and remitting contributions of the employees at rates determined by the plans.

ii) Other employees participate in the Municipal Employees' Pension Plan (MEPP). In accordance with PSA standards, the plan is accounted for as a defined contribution plan whereby the College's contributions are expensed when due.

**(h) Revenue Recognition**

Revenues are recorded on the accrual basis. Revenues are recognized in the period in which the transactions or events occurred that gave rise to the revenues, provided the amount to be received can be reasonably estimated and collection is reasonably assured.

The College's major sources of revenue include the following:

i) **Government Transfers (Grants)**
Grants from governments are considered to be government transfers. Government transfers are recognized as revenues when the transfer is authorized, all eligibility criteria have been met, the amount can be estimated and collection is reasonably assured except when, and to the extent, stipulations by the transferor give rise to an obligation that meets the definition of a liability.

ii) **Fees and Services**
Revenues from tuition fees and other services are recognized in the year they are earned. Amounts that are restricted pursuant to legislation, regulation or agreements with external parties that may only be used in the conduct of certain programs or in the delivery of specific services and transactions are initially recorded as deferred revenue and subsequently recognized as revenue in the fiscal year the related expenses are incurred or services are performed.

iii) **Interest Income**
Interest is recognized on an accrual basis when it is earned.

iv) **Other (Non-Government Transfer) Contributions**
Unrestricted contributions are recognized as revenue in the year received or in the year the funds are committed to the College if the amount can be reasonably estimated and collection is reasonably assured. Externally restricted contributions are contributions for which the contributor has placed restrictions on the use of the resources. Externally restricted contributions that are to be held in perpetuity are recognized as revenue in the year in which they are received or committed if the amount can be reasonably estimated and collection is reasonably assured. Externally restricted contributions that are not held in perpetuity are deferred until the resources are used for the purpose specified, at which time the contributions are recognized as revenue. In-kind contributions are recorded at their fair value when they are received.

**(i) Expenses**

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.

**(j) Contingent liabilities**

Contingent liabilities are potential liabilities which may become actual liabilities when one or more future events occur or fail to occur. To the extent that the future event is likely to occur or fail to occur, and a reasonable estimate of the loss can be made, an estimated liability is accrued and an expense recorded. If the likelihood is not determinable or an amount cannot be reasonably estimated, the contingency is disclosed in the notes to the financial statements.

## 3. CASH AND CASH EQUIVALENTS

Due to the short-term nature of the investments, market value of cash and cash equivalents approximates cost.

| | June 30 2015 | June 30 2014 |
|---|---|---|
| Cash and bank deposits | $ 1,546,152 | $ 1,589,591 |
| **Cash and cash equivalents** | **$ 1,546,152** | **$ 1,589,591** |

## 4. ACCOUNTS RECEIVABLE

All accounts receivable presented on the statement of financial position are net of any valuation allowances for doubtful accounts.

| | June 30 2015 | June 30 2014 |
|---|---|---|
| Provincial government: | | |
| Advanced Education/Economy | $ (253) | $ 374,308 |
| Other | 206,247 | 55,484 |
| Federal government | 64,044 | 108,974 |
| Other receivables | 299,969 | 143,976 |
| | 570,007 | 682,742 |
| Less: Allownace for doubtful accounts | - | (13,191) |
| **Accounts receivable, net of allowances** | **$ 570,007** | **$ 669,551** |

## 5. INVENTORIES FOR RESALE

| | June 30 2015 | June 30 2014 |
|---|---|---|
| Text books and course materials | $ 57,172 | $ 39,561 |
| **Inventories for resale** | **$ 57,172** | **$ 39,561** |

## 6. ACCRUED SALARIES AND BENEFITS

| | June 30 2015 | June 30 2014 |
|---|---|---|
| Accrued employee benefits | $ 44,862 | $ 8,721 |
| Accrued vacation pay | 161,756 | 158,189 |
| **Accrued salaries and benefits** | **$ 206,618** | **$ 166,910** |

## 7. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

| | June 30 2015 | June 30 2014 |
|---|---|---|
| Trade Payables | $ 143,375 | $ 235,277 |
| **Accounts payable and accrued liabilities** | **$ 143,375** | **$ 235,277** |

## 8. DEFERRED REVENUE

| Other deferred revenue: | June 30 2014 | Addition during the year | Revenue recognized in the year | June 30 2015 |
|---|---|---|---|---|
| First Nations | $ 43,152 | $ 97,700 | $ 63,210 | $ 77,642 |
| Heavy Equipment Operator Tuition | - | 11,997 | - | 11,997 |
| Internation Minerals Innovation Institute | - | 190,600 | 60,000 | 130,600 |
| BHP Billiton | - | 241,940 | 159,440 | 82,500 |
| **Deferred revenue** | **$ 43,152** | **$ 542,237** | **$ 282,650** | **$ 302,739** |

## 9. LIABILITY FOR EMPLOYEE FUTURE BENEFITS

The College provides certain post-employment, compensated absence and termination benefits to its employees. These benefits include accumulating non-vested sick leave. The liability associated with these benefits is calculated as the present value of expected future payments pro-rated for service and is recorded as Liability for Employee Future Benefits in the statement of financial position.

Details of the employee future benefits are as follows:

| | June 30 2015 | June 30 2014 |
|---|---|---|
| Actuarial valuation date | 21-Jul-15 | 30-Jun-12 |
| Long-term assumptions used: | | |
| Salary escalation rate (percentage) | 1.75% | 1.75% |
| Discount rate (percentage) | 2.30% | 2.80% |
| Expected average remaining service life (years) | *11.4* | *11.4* |

| **Liability for Employee Future Benefits** | **June 30 2015** | **June 30 2014** |
|---|---|---|
| **Accrued Benefit Obligation - beginning of year** | **$ 124,200** | **$ 110,600** |
| Current period benefit cost | 29,100 | 28,700 |
| Interest cost | 3,700 | 3,300 |
| Benefit payments | (18,400) | (18,600) |
| Actuarial gains / losses | 3,300 | 1,200 |
| Plan amendments | 200 | 200 |
| **Accrued Benefit Obligation - end of year** | **142,100** | **125,400** |
| **Unamortized Net Actuarial Gains / Losses** | **(3,300)** | **(1,200)** |
| **Liability for Employee Future Benefits** | **$ 138,800** | **$ 124,200** |

| **Employee Future Benefits Expense** | **June 30 2015** | **June 30 2014** |
|---|---|---|
| Current period benefit cost | **$ 29,100** | **$ 28,700** |
| Amortization of net actuarial gain / loss | 200 | 200 |
| Plan amendments | | |
| **Benefit cost** | **29,300** | **28,900** |
| **Interest cost on unfunded employee future benefits obligation** | **3,700** | **3,300** |
| **Total Employee Future Benefits Expense** | **$ 33,000** | **$ 32,200** |

## 10. TANGIBLE CAPITAL ASSETS

| | Buildings | Machinery and Equipment | Office Equipment | Office Furniture | Vehicles | Leasehold Improv | 2015 | 2014 |
|---|---|---|---|---|---|---|---|---|
| ***Tangible Capital Assets - at Cost:*** | | | | | | | | |
| Opening Balance at Start of Year | $ 849,818 | $ 426,329 | $ 980,272 | $ 323,852 | $ 120,572 | $ 4,940,738 | $ 7,641,581 | $ 7,190,530 |
| Additions/Purchases | - | 83,284 | 7,764 | - | 33,746 | 11,721 | 136,515 | 451,051 |
| Disposals | | | | | | | - | - |
| Write-Downs | | | | | | | - | - |
| Transfers to (from) | | | | | | - | - | - |
| **Closing Balance at End of Year** | **849,818** | **509,613** | **988,036** | **323,852** | **154,318** | **4,952,459** | **7,778,096** | **7,641,581** |
| ***Tangible Capital Assets - Amortization:*** | | | | | | | | |
| Opening Balance at Start of Year | 383,858 | 410,010 | 942,177 | 125,202 | 60,589 | 878,887 | 2,800,723 | 2,423,707 |
| Amortization of the Period | 43,077 | 14,310 | 34,481 | 25,746 | 19,461 | 246,608 | 383,683 | 377,016 |
| Disposals | | | | | | | - | - |
| Write-Downs | | | | | | | - | - |
| **Closing Balance at End of Year** | **426,935** | **424,320** | **976,658** | **150,948** | **80,050** | **1,125,495** | **3,184,406** | **2,800,723** |
| ***Net Book Value:*** | | | | | | | | |
| Opening Balance at Start of Year | 465,960 | 16,319 | 38,095 | 198,650 | 59,983 | 4,061,851 | 4,840,858 | 4,766,823 |
| Closing Balance at End of Year | 422,883 | 85,293 | 11,378 | 172,904 | 74,268 | 3,826,964 | 4,593,690 | 4,840,858 |
| **Change in Net Book Value** | **(43,077)** | **68,974** | **(26,717)** | **(25,746)** | **14,285** | **(234,887)** | **(247,168)** | **74,035** |

## 11. PREPAID EXPENSES

| | June 30 2015 | June 30 2014 |
|---|---|---|
| Rent | $13,545 | $13,074 |
| Agency Contracts | 64,347 | 83,398 |
| Insurance | 24,973 | 0 |
| Photocopiers | 6,422 | 14,948 |
| Vehicle extended warranties | 0 | 677 |
| Other | 28,917 | 10,489 |
| Prepaid expenses | $ 138,204 | $ 122,586 |

## 12. EMPLOYEE PENSION PLANS

### Multi-Employer Defined Benefit Plans

Information on the multi-employer pension plans to which the College contributes is as follows:

i) Saskatchewan Teachers' Retirement Plan (STRP) or Saskatchewan Teachers' Superannuation Plan (STSP):

The STRP and STSP provide retirement benefits based on length of service and pensionable earnings.

The STRP and STSP are funded by contributions by the participating employee members and the Government of Saskatchewan. The College's obligation to the STRP and STSP is limited to collecting and remitting contributions of the employees at rates determined by the plans. Accordingly, these financial statements do not include any expense for employer contributions to these plans. Net pension assets or liabilities for these plans are not reflected in these financial statements as ultimate responsibility for retirement benefits rests with the Saskatchewan Teachers' Federation for the STRP and with the Government of Saskatchewan for the STSP.

Details of the contributions to these plans for the College's employees are as follows:

| | 2015 | | | 2014 |
|---|---|---|---|---|
| | STRP | STSP | TOTAL | TOTAL |
| Number of active College members | 2 | 0 | 2 | 4 |
| Member contribution rate (percentage of salary) | 8.33% | 6.93% | 8.33%/6.93% | 8.33% / 6.93% |
| Member contributions for the year | $ 14,977 | $ - | $ 14,977 | $ 15,940 |

ii) Municipal Employees' Pension Plan (MEPP)

The MEPP provides retirement benefits based on length of service and pensionable earnings.

The MEPP is funded by employer and employee contributions at rates set by the Municipal Employees' Pension Commission.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and the adequacy of plan funding. Any actuarially determined deficiency is the responsibility of the participating employers and employees which could affect future contribution rates and/or benefits.

The contributions to the MEPP by the participating employers are not segregated in separate accounts or restricted to provide benefits to the employees of a particular employer. As a result, individual employers are not able to identify their share of the underlying assets and liabilities, and the net pension assets or liabilities for this plan are not recognized in these financial statements. In accordance with PSA standards, the plan is accounted for as a defined contribution plan whereby the College's contributions are expensed when due.

Details of the MEPP are as follows:

| | 2015 | 2014 |
|---|---|---|
| Number of active College members | 68 | 73 |
| Member contribution rate (percentage of salary) | 8.15% | 8.15% |
| College contribution rate (percentage of salary) | 8.15% | 8.15% |
| Member contributions for the year | $ 240,518 | $ 219,888 |
| College contributions for the year | $ 240,518 | $ 219,888 |

**Defined Contribution Plans**

The self-directed RRSP is funded equally by Staff and College. Contribution rates are the same as MEPP. Plan benefits are based on accumulated contributions and investment earnings. Under the plan, the College's obligations are limited to its contributions.

Details of the plan are as follows:

| | 2015 | 2014 |
|---|---|---|
| Number of active College members | 1 | 1 |
| Member contribution rate (percentage of salary) | 8.15% | 8.15% |
| College contribution rate (percentage of salary) | 8.15% | 8.15% |
| Member contributions for the year | $11,869 | $10,867 |
| College contributions for the year | $11,869 | $10,867 |

## 13. RISK MANAGEMENT

The College is exposed to financial risks from its financial assets and liabilities. These risks include credit risk, liquidity risk and market risk (consisting of interest rate risk and foreign exchange risk).

**i) Credit Risk**

Credit risk is the risk to the College from potential non-payment of accounts receivable. The credit risk related to the College's receivables from the provincial government, federal government and their agencies are considered to be minimal. The College does not have a significant exposure to any individual customer. Management reviews accounts receivable on a case by case basis to determine if a valuation allowance is necessary to reflect an impairment in collectability.

The aging of accounts receivable at June 30, 2015, and June 30, 2014, was:

| | June 30, 2015 | | June 30, 2014 | |
|---|---|---|---|---|
| | Accounts Receivable | Allowance of Doubtful Accounts | Accounts Receivable | Allowance of Doubtful Accounts |
| Current | $492,088 | | $560,604 | |
| 30-60 days | 578.00 | | 6,282 | |
| 60-90 days | (4,923.00) | | (1,590) | |
| Over 90 days | 82,264.00 | 0.00 | 117,446 | 13,191.00 |
| Total | $570,007 | $0 | $682,742 | $13,191 |
| Net | | $570,007 | | $669,551 |

### ii) Liquidity Risk

Liquidity risk is the risk that the College will not be able to meet its financial obligations as they come due. The College manages liquidity risk by maintaining adequate cash balances, budget practices and providing forecasts to the Board on a quarterly basis.

The following table sets out the contractual maturities of the College's financial liabilities:

| | June 30, 2015 | |
|---|---|---|
| | Within 6 months | 6 months to 1 year |
| Accrued salaries and benefits | $ 82,647 | $ 123,971 |
| Accounts payable and accrued liabilities | $ 136,821 | $ 6,554 |
| Total | $ 219,468 | $ 130,525 |

### iii) Market Risk

The College is exposed to market risks with respect to interest rates and foreign currency exchange rates, as follows:

**Interest Rate Risk:**

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The College's interest rate exposure relates to cash and cash equivalents and credit cards. The College also has an authorized bank line of credit of $100,000 with interest payable monthly at a rate of Royal Bank of Canada prime less 0.6%. Changes in the bank's prime rate can cause fluctuation in interest payments and cash flows. There was no balance outstanding on this credit facility as of June 30, 2015.

## 14. BUDGET FIGURES

Budget figures included in the financial statements were approved by the Board on May 21, 2014, and the Minister of Advanced Education on July 14, 2014. The budget figures are unaudited.

## 15. RELATED PARTIES

These financial statements include transactions with related parties. The College is related to all Government of Saskatchewan ministries, agencies, boards, school divisions, health authorities, colleges and crown corporations under the common control of the Government of Saskatchewan. The College is also related to non-Crown enterprises that the Government jointly controls or significantly influences. In addition, the College is related to other non-Government organizations by virtue of its economic interest in these organizations.

(a) Related Party Transactions:

Transactions with these related parties are in the normal course of operations. Amounts due to or from and the recorded amounts of transactions resulting from these transactions are included in the financial statements and the table below.

| | June 30 2015 | June 30 2014 |
|---|---|---|
| **Revenues:** | | |
| Career and Employment Services | 469,489 | 444,465 |
| *Horizon School Division #205* | 332,493 | 232,132 |
| *Ministry of Advanced Education/Economy* | 4,256,128 | 3,899,080 |
| *Ministry of Finance* | 72 | 31 |
| *Other Regional Colleges* | 107,800 | 13,305 |
| *Saskatchewan Advantage Scholarships* | 23,500 | 16,337 |
| *Saskatoon Health Region* | 30,504 | 9,192 |
| *Saskatchewan Polytechnic* | 594 | 787 |
| *Other Related Parties* | 92,070 | 66,573 |
| | **$ 5,312,650** | **$ 4,681,902** |
| **Expenses:** | | |
| *Association of Saskatchewan Regional Colleges* | $ 43,267 | $ 68,078 |
| *Horizon School Division #205* | 57,894 | 58,275 |
| *Ministry of Central Services* | 41,727 | 48,637 |
| *Ministry of Finance* | 1,131 | 6,041 |
| *SaskEnergy* | 10,133 | 8,004 |
| *SaskPower* | 13,095 | 15,310 |
| *SaskTel / Sask Mobility* | 65,488 | 47,928 |
| *Saskatchewan Workers Compensation Board* | 9,392 | 20,465 |
| *Saskatchewan Polytechnic* | 720,253 | 658,164 |
| *SIIT* | 5,940 | 5,670 |
| *University of Regina* | 2,000 | 10,000 |
| *Other Related Parties* | 22,775 | 18,092 |
| | **$ 993,095** | **$ 964,664** |

In addition, the College pays Provincial Sales Tax to the Saskatchewan Ministry of Finance on all its taxable purchases and customer sales on items that are deemed taxable. Taxes paid are recorded as part of the cost of those purchases.

The College receives long distance telephone services between major centers from SaskTel, a related party, at reduced rates available to Government agencies.

## 16. ACCUMULATED SURPLUS

Accumulated surplus represents the financial assets and non-financial assets of the College less liabilities. This represents the accumulated balance of net surplus arising from the operations of the College and accumulated net re-measurement gains and losses.

Certain amounts of the accumulated operating surplus, as approved by the Board, have been designated for specific future purposes. These internally restricted amounts are included in the accumulated surplus presented in the statement of financial position. Accumulated surplus from operations also includes externally restricted contributions for which the contributor has placed restrictions that the resources be held in perpetuity.

The College does not maintain separate bank accounts for the internally restricted amounts and/or externally restricted resources to be held in perpetuity.

Details of accumulated surplus are as follows:

| | June 30 2014 | Additions during the year | Reductions during the year | June 30 2015 |
|---|---|---|---|---|
| **Invested in Tangible Capital Assets:** | | | | |
| Net Book Value of Tangible Capital Assets | $ 4,840,858 | $ 136,515 | $ 383,683 | $ 4,593,690 |
| Less: Debt owing on Tangible Capital Assets | | | | - |
| | **4,840,858** | **136,515** | **383,683** | **4,593,690** |
| **Internally Resricted Operating Surplus:** | | | | |
| **Capital projects:** | | | | |
| *Humboldt Education Centre - Electronic Sign* | 75,000 | - | 75,000 | - |
| *Watrous Practical Nursing build outs* | - | - | - | - |
| *Welding Shop fire alarm* | - | - | - | - |
| *Sustaining Capital Funding* | 20,000 | 22,000 | 20,000 | 22,000 |
| | **95,000** | **22,000** | **95,000** | **22,000** |
| **Other:** | | | | |
| *Information Technology* | 75,000 | - | - | 75,000 |
| *Online registration/content management software* | 50,000 | - | - | 50,000 |
| *Learning Enhanced Technology* | 25,000 | - | 6,383 | 18,617 |
| *Professional Development* | 51,507 | 27,962 | 20,361 | 59,108 |
| *Facilities* | 31,780 | - | 31,780 | - |
| *SLT furnishings* | - | - | - | - |
| *Marketing wrap for vehicles* | - | - | - | - |
| *Vehicles* | 58,732 | 15,000 | - | 73,732 |
| *Scholarship* | 250,424 | 60,162 | 109,200 | 201,386 |
| *Other (targeted programming funds)* | | | | |
| *Learner support costs* | | | | - |
| *- EAPD funding* | 10,000 | - | 10,000 | - |
| *- Learning Specialist* | 15,000 | - | 15,000 | - |
| *- LMA Funding* | 38,085 | - | - | 38,085 |
| *Programming* | | | | - |
| *- Early Childhood Education* | 92,839 | 60,890 | 81,188 | 72,541 |
| *- English as a Second Language* | 87,644 | 123,801 | 122,537 | 88,908 |
| *- SIAST deferred revenue* | - | - | - | - |
| *- Skills Training Allocation* | 446,021 | 912,167 | 1,240,905 | 117,283 |
| *-ABE Credit* | 84,585 | 382,689 | 382,689 | 84,585 |
| *- ABE on Reserve* | 59,250 | 237,000 | 141,690 | 154,560 |
| | **1,375,867** | **1,819,671** | **2,161,733** | **1,033,805** |
| **Unrestricted Operating Surplus** | **380,883** | **144,989** | **61,674** | **464,198** |
| **Total Accumulated Surplus** | **$ 6,692,608** | **$ 2,123,175** | **$ 2,702,090** | **$ 6,113,693** |

## 17. CONTRACTUAL OBLIGATIONS AND COMMITMENTS

| | Operating Leases | | | |
|---|---|---|---|---|
| | Office Rental | Copier Leases | (Other - Vehicle) | Total Operating |
| **Future minimum lease payments:** | | | | |
| 2015 | $ 130,645 | $ 12,169 | $ - | **$ 142,814** |
| 2016 | 130,945 | 12,169 | | **143,114** |
| 2017 | 130,945 | 12,169 | | **143,114** |
| 2018 | 102,072 | - | | **102,072** |
| 2019 | 102,072 | | | **102,072** |
| Thereafter | | | | - |
| | 596,679 | 36,507 | - | **633,185** |
| **Interest and executory costs** | - | - | - | - |
| **Total Lease Obligations** | **$ 596,679** | **$ 36,507** | **$ -** | **$ 633,186** |

Schedule 1

**Carlton Trail College**
**Schedule of Revenues and Expenses by Function**
**for the year ended June 30, 2015**

| | 2015 Actual | | | | | | | | 2015 | 2015 | 2014 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | General | Skills Training | | Basic Education | | Services | | Scholarships | | | |
| | | Credit | Non-credit | Credit | Non-credit | Learner Support | Counsel | | Actual | Budget | Actual |
| **Revenues (Schedule 2)** | | | | | | | | | | | |
| Provincial government | $ 2,277,647 | $ 1,103,905 | $ 31,619 | $ 678,144 | $ 789,565 | $ 120,880 | $ 136,645 | $ 23,500 | $ 5,161,905 | $ 5,015,130 | $ 5,073,448 |
| Federal government | 2,444 | - | - | - | 165,788 | 442,184 | - | - | 610,416 | 689,565 | 603,412 |
| Other | 40,646 | 1,350,261 | 71,631 | 59,009 | 179,567 | 12,034 | - | 22,942 | 1,736,090 | 1,867,375 | 1,623,658 |
| **Total Revenues** | 2,320,737 | 2,454,166 | 103,250 | 737,153 | 1,134,920 | 575,098 | 136,645 | 46,442 | 7,508,411 | 7,572,070 | 7,300,518 |
| **Expenses (Schedule 3)** | | | | | | | | | | | |
| Agency contracts | 1,190 | 832,904 | 37,891 | - | 227,453 | 5,000 | - | - | 1,104,438 | 1,086,695 | 782,213 |
| Amortization | 383,683 | - | - | - | - | - | - | - | 383,683 | 358,825 | 377,015 |
| Equipment | 103,675 | 164,472 | - | 8,378 | 13,650 | 210 | 309 | - | 290,694 | 189,200 | 287,574 |
| Facilities | 79,032 | 177,612 | 897 | 40,619 | 17,242 | - | - | - | 315,402 | 344,985 | 304,752 |
| Information technology | 21,754 | 1,926 | - | 2,371 | 1,233 | 12,882 | 282 | - | 40,448 | 80,990 | 43,056 |
| Operating | 457,725 | 309,436 | 10,278 | 59,581 | 114,417 | 4,089 | 4,666 | 109,200 | 1,069,392 | 1,173,895 | 1,018,173 |
| Personal services | 2,050,272 | 1,047,067 | 19,888 | 503,305 | 517,849 | 577,355 | 167,533 | - | 4,883,269 | 5,261,920 | 4,705,491 |
| **Total Expenses** | 3,097,331 | 2,533,417 | 68,954 | 614,254 | 891,844 | 599,536 | 172,790 | 109,200 | 8,087,326 | 8,496,510 | 7,518,274 |
| **Surplus (Deficit) for the year** | $ (776,594) | $ (79,251) | $ 34,296 | $ 122,899 | $ 243,076 | $ (24,438) | $ (36,145) | $ (62,758) | $ (578,915) | $ (924,440) | $ (217,756) |

Schedule 2

**Carlton Trail College**
**Schedule of Revenues by Function**
**for the year ended June 30, 2015**

| | 2015 Revenues Actual | | | | | | | | 2015 | 2014 | 2014 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | General | Skills Training | | Basic Education | | Services | | Scholarships | Total Revenues Actual | Total Revenues Budget | Total Revenues Actual |
| | | Credit | Non-credit | Credit | Non-credit | Learner Support | Counsel | | | | |
| **Provincial Government** | | | | | | | | | | | |
| Advanced Education/ Economy | | | | | | | | | | | |
| Operating grants | $2,255,575 | $ - | $ - | $ - | $ - | $ 100,680 | $136,645 | $ - | $2,492,900 | $ 2,497,085 | $2,449,000 |
| Program grants | - | 973,058 | - | 382,689 | 360,801 | - | - | - | 1,716,548 | 1,649,770 | 1,747,317 |
| Capital grants | 22,000 | - | - | - | - | - | - | - | 22,000 | 20,000 | 20,000 |
| | 2,277,575 | 973,058 | - | 382,689 | 360,801 | 100,680 | 136,645 | - | 4,231,448 | 4,166,855 | 4,216,317 |
| Contracts | - | 11,001 | 31,619 | 28,097 | 378,572 | 7,200 | - | - | 456,489 | 560,330 | 465,819 |
| Other | - | - | - | - | - | - | - | - | - | - | 36,500 |
| | 2,277,575 | 984,059 | 31,619 | 410,786 | 739,373 | 107,880 | 136,645 | - | 4,687,937 | 4,727,185 | 4,718,636 |
| Other provincial | 72 | 119,846 | - | 267,358 | 50,192 | 13,000 | - | 23,500 | 473,968 | 287,945 | 354,812 |
| **Total Provincial** | 2,277,647 | 1,103,905 | 31,619 | 678,144 | 789,565 | 120,880 | 136,645 | 23,500 | 5,161,905 | 5,015,130 | 5,073,448 |
| **Federal Government** | | | | | | | | | | | |
| Contracts | - | - | - | - | 165,788 | 442,184 | - | - | 607,972 | 688,965 | 601,012 |
| Interest | 44 | - | - | - | - | - | - | - | 44 | 600 | 2,400 |
| Rents | 2,400 | - | - | - | - | - | - | - | 2,400 | - | - |
| **Total Federal** | 2,444 | - | - | - | 165,788 | 442,184 | - | - | 610,416 | 689,565 | 603,412 |
| **Other Revenue** | | | | | | | | | | | |
| Admin recovery | 371 | 170 | - | - | - | - | - | - | 541 | 10,100 | 18,943 |
| Contracts | 5,000 | 223,500 | 594 | 55,805 | 177,053 | - | - | - | 461,952 | 428,900 | 339,624 |
| Interest | 21,035 | - | - | - | - | - | - | 2,557 | 23,592 | 31,800 | 29,423 |
| Rents | 1,577 | 466 | - | - | - | - | - | - | 2,043 | - | 2,053 |
| Resale items | - | 162,743 | 3,812 | - | 509 | 100 | - | - | 167,164 | 187,700 | 135,305 |
| Tuitions | - | 953,182 | 67,092 | 430 | 1,470 | 11,934 | - | - | 1,034,108 | 1,132,555 | 957,810 |
| Donations | - | - | - | - | - | - | - | 19,135 | 19,135 | 74,000 | 128,734 |
| Other | 12,663 | 10,200 | 133 | 2,774 | 535 | - | - | 1,250 | 27,555 | 2,320 | 11,766 |
| **Total Other** | 40,646 | 1,350,261 | 71,631 | 59,009 | 179,567 | 12,034 | - | 22,942 | 1,736,090 | 1,867,375 | 1,623,658 |
| **Total Revenues** | $2,320,737 | $2,454,166 | $103,250 | $737,153 | $1,134,920 | $ 575,098 | $136,645 | $ 46,442 | $7,508,411 | $ 7,572,070 | $7,300,518 |

Schedule 3

**Carlton Trail College**
**Schedule of Expenses by Function**
**for the year ended June 30, 2015**

| | 2015 Expenses Actual | | | | | | | | 2015 | 2015 | 2014 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | General (Schedule 4) | Skills Training | | Basic Education | | Services | | Scholarships | Total Expenses Actual | Total Expenses Budget | Total Expenses Actual |
| | | Credit | Non-credit | Credit | Non-credit | Learner Support | Counsel | | | | |
| **Agency Contracts** | | | | | | | | | | | |
| Contracts | $ - | $ 832,904 | $ 37,891 | $ - | $ 226,418 | $ 5,000 | $ - | $ - | $ 1,102,213 | $ 802,515 | $ 781,484 |
| Instructors | 1,190 | - | - | - | 1,035 | - | - | - | 2,225 | 284,180 | 729 |
| | 1,190 | 832,904 | 37,891 | - | 227,453 | 5,000 | - | - | 1,104,438 | 1,086,695 | 782,213 |
| **Amortization** | 383,683 | - | - | - | - | - | - | - | 383,683 | 358,825 | 377,015 |
| **Equipment** | | | | | | | | | | | |
| Equipment (non-capital) | 30,809 | 36,913 | - | 3,670 | 13,650 | 210 | 309 | - | 85,561 | 38,000 | 134,769 |
| Rental | 46,223 | 117,408 | - | 4,506 | - | - | - | - | 168,137 | 113,170 | 113,853 |
| Repairs and maintenance | 26,643 | 10,151 | - | 202 | - | - | - | - | 36,996 | 38,030 | 38,952 |
| | 103,675 | 164,472 | - | 8,378 | 13,650 | 210 | 309 | - | 290,694 | 189,200 | 287,574 |
| **Facilities** | | | | | | | | | | | |
| Building supplies | 1,474 | 2,130 | - | 1,680 | 1,140 | - | - | - | 6,424 | 6,825 | 4,544 |
| Grounds | 2,374 | 616 | - | 359 | 447 | - | - | - | 3,796 | 1,910 | 8,061 |
| Janitorial | 20,567 | 30,665 | - | 6,062 | 2,780 | - | - | - | 60,074 | 56,220 | 53,148 |
| Rental | 41,875 | 111,902 | 897 | 27,743 | 11,090 | - | - | - | 193,507 | 244,980 | 186,633 |
| Repairs & maintenance building | 10,510 | 10,743 | - | 266 | 982 | - | - | - | 22,501 | 20,450 | 25,197 |
| Utilities | 2,232 | 21,556 | - | 4,509 | 803 | - | - | - | 29,100 | 14,600 | 27,169 |
| | 79,032 | 177,612 | 897 | 40,619 | 17,242 | - | - | - | 315,402 | 344,985 | 304,752 |
| **Information Technology** | | | | | | | | | | | |
| Computer services | 8,550 | - | - | - | - | 10,595 | - | - | 19,145 | 17,500 | 21,608 |
| Data communications | - | - | - | - | - | 1,216 | - | - | 1,216 | 1,850 | 2,128 |
| Equipment (non-capital) | 611 | 75 | - | - | 181 | 309 | - | - | 1,176 | 23,250 | 7,642 |
| Materials & supplies | 1,459 | 364 | - | 142 | 66 | - | - | - | 2,031 | 10,350 | 3,961 |
| Rental | 1,346 | - | - | - | - | - | - | - | 1,346 | 1,260 | 509 |
| Repairs & maintenance building | - | - | - | - | - | 32 | - | - | 32 | - | 593 |
| Software (non-capital) | 9,788 | 1,487 | - | 2,229 | 986 | 730 | 282 | - | 15,502 | 26,780 | 6,615 |
| | 21,754 | 1,926 | - | 2,371 | 1,233 | 12,882 | 282 | - | 40,448 | 80,990 | 43,056 |
| **Operating** | | | | | | | | | | | |
| Advertising | 25,399 | 9,268 | 1,117 | 435 | 7,418 | - | - | - | 43,637 | 88,345 | 90,137 |
| Association fees & dues | 40,720 | 1,311 | - | - | 595 | - | - | - | 42,626 | 38,025 | 42,474 |
| Bad debts | 44,809 | - | - | - | - | - | - | - | 44,809 | - | - |
| Financial services | 12,006 | - | - | - | 5 | - | - | - | 12,011 | 12,985 | 11,836 |
| In-service (includes PD) | 35,508 | - | - | 1,710 | 2,760 | 286 | 604 | - | 40,868 | 59,000 | 60,141 |
| Insurance | 39,931 | - | - | - | - | - | - | - | 39,931 | 33,770 | 36,220 |
| Materials & supplies | 29,017 | 47,284 | 1,698 | 27,115 | 47,853 | 776 | - | - | 153,743 | 206,475 | 194,760 |
| Postage, freight & courier | 26,424 | 1,500 | 86 | 43 | 245 | 174 | - | - | 28,472 | 45,300 | 31,544 |
| Printing & copying | 34,883 | 794 | - | 78 | 259 | 136 | 26 | - | 36,176 | 59,200 | 44,075 |
| Professional services | 65,770 | - | - | - | 6,700 | - | - | - | 72,470 | 97,560 | 65,440 |
| Resale items | 250 | 187,023 | 5,060 | 10,237 | 12,884 | 603 | - | - | 216,057 | 187,770 | 141,426 |
| Subscriptions | 3,764 | 211 | - | 182 | - | - | - | - | 4,157 | 6,120 | 5,017 |
| Telephone & fax | 41,096 | 8,470 | - | 4,581 | 3,348 | 1,283 | 1,210 | - | 59,988 | 61,900 | 57,706 |
| Travel | 52,837 | 30,674 | 2,317 | 3,948 | 26,476 | 831 | 2,826 | - | 119,909 | 166,245 | 140,722 |
| Other | 5,311 | 22,901 | - | 11,252 | 5,874 | - | - | 109,200 | 154,538 | 111,200 | 96,675 |
| | 457,725 | 309,436 | 10,278 | 59,581 | 114,417 | 4,089 | 4,666 | 109,200 | 1,069,392 | 1,173,895 | 1,018,173 |
| **Personal Services** | | | | | | | | | | | |
| Employee benefits | 322,865 | 129,052 | 1,362 | 50,431 | 73,763 | 47,497 | 25,194 | - | 650,164 | 766,620 | 621,879 |
| Honoraria | 21,113 | 500 | - | 200 | 450 | - | - | - | 22,263 | 36,150 | 29,240 |
| Salaries | 1,706,294 | 917,515 | 18,526 | 452,674 | 443,636 | 529,858 | 142,339 | - | 4,210,842 | 4,458,950 | 4,053,548 |
| Other | - | - | - | - | - | - | - | - | - | 200 | 824 |
| | 2,050,272 | 1,047,067 | 19,888 | 503,305 | 517,849 | 577,355 | 167,533 | - | 4,883,269 | 5,261,920 | 4,705,491 |
| **Total Expenses** | $ 3,097,331 | $ 2,533,417 | $ 68,954 | $ 614,254 | $ 891,844 | $ 599,536 | $ 172,790 | $ 109,200 | $ 8,087,326 | $ 8,496,510 | $ 7,518,274 |

Schedule 4

**Carlton Trail College**
**Schedule of General Expenses by Functional Area**
**for the year ended June 30, 2015**

| | 2015 General Actual | | | | 2015 | 2015 | 2014 |
|---|---|---|---|---|---|---|---|
| | Governance | Operating and Administration | Facilities and Equipment | Information Technology | **Total General Actual** | Total General Budget | Total General Actual |
| **Agency Contracts** | | | | | | | |
| Contracts | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| Instructors | - | 1,190 | - | - | 1,190 | - | - |
| | - | 1,190 | - | - | 1,190 | - | - |
| **Amortization** | - | - | 383,683 | - | 383,683 | 358,825 | 377,015 |
| **Equipment** | | | | | | | |
| Equipment (non-capital) | 3,025 | 27,313 | - | 471 | 30,809 | 13,000 | 33,681 |
| Rental | - | 46,223 | - | - | 46,223 | 47,020 | 45,492 |
| Repairs and maintenance | - | 26,643 | - | - | 26,643 | 36,480 | 29,294 |
| | 3,025 | 100,179 | - | 471 | 103,675 | 96,500 | 108,467 |
| **Facilities** | | | | | | | |
| Building supplies | - | - | 1,474 | - | 1,474 | 1,000 | 550 |
| Grounds | - | - | 2,374 | - | 2,374 | 1,700 | 2,438 |
| Janitorial | - | - | 20,557 | 10 | 20,567 | 19,320 | 20,813 |
| Rental | 1,428 | - | 40,339 | 108 | 41,875 | 39,370 | 54,590 |
| Repairs & maintenance building | - | - | 10,510 | - | 10,510 | 9,500 | 19,335 |
| Utilities | - | - | 2,232 | - | 2,232 | 1,200 | 2,140 |
| | 1,428 | - | 77,486 | 118 | 79,032 | 72,090 | 99,866 |
| **Information Technology** | | | | | | | |
| Computer services | - | 2,984 | - | 5,566 | 8,550 | 5,000 | 9,528 |
| Data communications | - | - | - | - | - | 500 | 1,367 |
| Equipment (non-capital) | - | 309 | - | 302 | 611 | 2,000 | 5,557 |
| Materials & supplies | - | 418 | - | 1,041 | 1,459 | 2,500 | 3,196 |
| Rental | - | 1,346 | - | - | 1,346 | 1,260 | 509 |
| Repairs & maintenance building | - | - | - | - | - | - | - |
| Softw are (non-capital) | - | 3,003 | - | 6,785 | 9,788 | 19,100 | 3,866 |
| | - | 8,060 | - | 13,694 | 21,754 | 30,360 | 24,023 |
| **Operating** | | | | | | | |
| Advertising | 4,519 | 20,880 | - | - | 25,399 | 56,870 | 64,726 |
| Association fees & dues | 30,000 | 10,720 | - | - | 40,720 | 36,775 | 39,692 |
| Bad debts | - | 44,809 | - | - | 44,809 | - | - |
| Financial services | - | 12,006 | - | - | 12,006 | 12,985 | 11,836 |
| In-service (includes PD) | 3,387 | 29,617 | - | 2,504 | 35,508 | 41,500 | 50,062 |
| Insurance | - | 39,931 | - | - | 39,931 | 33,170 | 36,220 |
| Materials & supplies | 1,325 | 27,692 | - | - | 29,017 | 23,375 | 29,180 |
| Postage, freight & courier | 240 | 26,184 | - | - | 26,424 | 42,850 | 28,907 |
| Printing & copying | 153 | 34,547 | - | 183 | 34,883 | 51,700 | 42,755 |
| Professional services | - | 65,770 | - | - | 65,770 | 77,560 | 61,105 |
| Resale items | - | 250 | - | - | 250 | - | - |
| Subscriptions | - | 3,764 | - | - | 3,764 | 5,920 | 4,594 |
| Telephone & fax | - | 40,515 | - | 581 | 41,096 | 40,800 | 38,349 |
| Travel | 19,714 | 31,074 | - | 2,049 | 52,837 | 85,675 | 83,716 |
| Other | 1,340 | 3,971 | - | - | 5,311 | 8,000 | 6,621 |
| | 60,678 | 391,730 | - | 5,317 | 457,725 | 517,180 | 497,763 |
| **Personal Services** | | | | | | | |
| Employee benefits | 686 | 289,207 | - | 32,972 | 322,865 | 324,780 | 307,197 |
| Honoraria | 21,113 | - | - | - | 21,113 | 31,850 | 28,120 |
| Salaries | - | 1,525,508 | - | 180,786 | 1,706,294 | 1,695,780 | 1,602,793 |
| Other | - | - | - | - | - | - | 345 |
| | 21,799 | 1,814,715 | - | 213,758 | 2,050,272 | 2,052,410 | 1,938,455 |
| **Total General Expenses** | $ 86,930 | $ 2,315,874 | $ 461,169 | $ 233,358 | $ 3,097,331 | $ 3,127,365 | $3,045,589 |